

Job Description

Job Title	Finance Manager – Schools Support
Directorate	Finance and Resources
Service Area	Business Partnering
Grade	8
Competency Level	2
Salary	£44,711- £48,710
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	A9931

Job Purpose

The main purpose of the post is to assist and manage the statutory financial functions of the council relating to school funding and financial management. To assist in the transformation and development of financial management service in central finance team to support the maintained schools. To ensure the delivery of financial management services to maintained schools, day nurseries and extended school provision.

Provide appropriate and detailed financial advice to schools and support to school business managers and headteachers.

To assist in the development of financial skills across the schools.

Directly Responsible For:

Three Finance Officers – schools support

Directly Responsible To:

Group Finance Manager – Education and Early Help

Main Areas of Responsibility:

- Be responsible to the Group Finance Manager for assisting in the management of the schools' finance team, with specific responsibility for the allocation of work, monitoring of workloads, performance and attendance in order to ensure the effective and efficient delivery of financial management and support directly to schools
- To manage the functions of the schools' finance team in the council, including delivering a financial management service directly to schools through support such as budget setting, financial monitoring, reconciliations and year end work for an allocation of schools and extended provision
- To manage the provision of guidance, challenge and support business managers and Headteacher on assumptions used to set the annual budget and three-year financial planning. To assist to review scenario modelling for changes in pupil numbers and funding
- To ensure all returns especially Consistent Financial Reporting (CFR) is submitted on time to the Department for Education (DfE)
- To work closely with schools in monitoring financial performance and producing the risk register identifying schools going into deficit and schools

causing financial concerns and including other performance related information relevant for financial performance reporting

- Assist in the annual closure of schools' accounts process ensuring compliance with all current statutory and professional accounting codes and financial reporting requirements. Including the preparation of complete, up to date, and accurate final accounts working papers such as reconciliation statements and out-turn workings
- To calculate school cash advance payments, additional cash, (central payments / clawbacks), schools out-turn settlements and cash out-turn settlements
- To calculate Equal Pay, journal and academy conversion settlements
- To maintain the integrity of data and ensure its completeness and accuracy uploaded into the Councils general ledger system
- Check, review and approve school financial information uploaded to eduhub.
- To report on the status of financial forecasts, bank reconciliation statements and cashflow statement submitted by schools for completeness and compliance
- To perform reconciliation between schools and council finance information for statutory reporting at year end
- Monitoring maintained school banking position as part of cashflow management
- Support for external audit work and dealing with finance enquiries
- Be an effective member of the Finance Team, participate in other working parties / groups as appropriate and deputise for other officers as necessary.
- Undertake financial management training and systems support training for the finance support staff/ schools business manager and other non-finance managers as appropriate
- Support schools to ensure that recommendations from Internal and External Audit, are implemented within agreed timescales

- Have an awareness of the implementation of the City Council's financial regulations and scheme for financing schools' procedures for the Finance Team and schools
- Undertake any other duties that are commensurate with the grade of the post

Supervision and Management Responsibility:

- Take responsibility for and line management of the school's finance staff, including arranging appropriate training and development and performance management reviews

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The job would include using a computer and sitting at a desk for prolonged periods of time, visiting schools if necessary

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.



- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Qualified/Part Qualified Accountant CCAB (preferably CIPFA); or AAT qualified or equivalent or suitable qualifying experience (A)

Experience

Essential

- Knowledge of financial software packages, enquiry packages and corporate accounting systems (A,I)
- Experience of working accurately with procedures and deadlines in a financial environment and providing advice on those procedures (A,I)
- Experience of and the ability to prepare budgets and final accounts within a framework of recognised accounting standards (A,I)
- Experience of providing financial information and advice to budget holders/non finance managers (A,I)
- Experience of carrying out data analysis and cost comparisons (A,I)
- Experience of staff management and supervision in a financial environment (A,I)

Desirable

- Experience of providing budgetary control and unit cost information
- Experience of working in Local government (in particular education or schools finance)

Skills/Abilities

Essential

- Excellent communication skills, both orally and in writing, particularly the ability to communicate complex financial issues to managers with a non-finance background (A,I)
- Ability to contribute to a team working environment (A,I)

Desirable

- Ability to manage change
- Ability to work in a multi-disciplinary team environment representing the finance function and with minimum levels of supervision
- Ability to manage own and other workload
- Ability to analyse and evaluate data
- High level of computer literacy
- Ability to work accurately to deadlines
- Ability to react quickly and decisively to changing work priorities
- Ability to work under pressure

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- Occasional working outside normal hours and attendance at evening meetings (A,I)