

Education Finance Manager

JE Code: JE2421

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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** | |
| **Service:** | Finance |
| **Reports to:** | Senior Finance Manager |
| **Job Family:** | Professional / Technical |
| **Grade:** | K |
| **Political restricted:** | N |
| **Date:** | September 2022 |

**Key Deliverables**

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| **1.** | A member of the Finance Management Team, contributing to the overall effectiveness and operational management of the Finance Service seeking continuous improvement within the service by developing processes and systems. Finance lead for allocated service area(s). |
| **2.** | Manage, motivate and develop the staff within the team providing support to ensure that priorities are identified, objectives achieved and to enhance its overall level of performance and professional standards. Effectively manage resources within the team to ensure priorities are delivered. |
| **3.** | Technical expert on all aspects of Education Finance including the Dedicated Schools Grant covering the schools, high needs and early years funding including keeping up to date knowledge of all associated government policy. Lead on the Councils response to government consultations. |
| **4.** | Responsibility for all aspects of the Medium-Term Financial Planning (MTFP) process for allocated services; developing and challenging business cases for pressures and savings (including identifying opportunities for savings), demand projections, sensitivity analysis, scenario modelling and risk assessment and mitigation. Provide support and advice to Group Heads and Heads of Service. |
| **5.** | Provide financial advice and guidance on the Education capital programme which includes school place planning. You will assess and challenge projects based on Value for Money criteria and funding availability. |
| **6.** | Ensure that services and the team adhere to Financial Regulations and governance processes and that information and advice provided to services is clear and accessible. |
| **7.** | Responsibility for year-end closedown of allocated services and liaison with external audit, ensuring accurate transactions in the accounts (including balance sheet entries and approval of accruals) and working papers are clear and accurate. |
| **8.** | Provide advice and guidance on projects within the Council, participating in programme and project boards, ensuring good project governance. Provide financial advice on procurement and contract related matters (tendering, contract extensions etc.). |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| **1.** | Qualified accountant (CCAB) with relevant post-qualification experience and evidence of ongoing CPD. |
| **2.** | Proven leadership skills and experience of managing and developing staff (including performance management and succession planning). Ability to inspire and motivate a range of employees and generate a positive working environment. |
| **3.** | Experience of financial planning, control, and reporting in a complex organisation which should include some experience of working in Housing Finance in a public sector organisation. |
| **4.** | Be able to explain complicated and technical information in a manner that can be understood by others with different levels of knowledge on the subject, including senior stakeholders and councillors using multiple tools; written (preparation of presentations and report writing including cabinet papers), spreadsheets (financial modelling) and deliver presentations. |
| **5.** | Ability to apply innovative and creative thinking to complex service challenges and deliver high quality solutions within a highly pressurised environment. |
| **6.** | Experience of supporting large complex capital projects, including financial considerations as well as general project governance. |
| **7.** | Significant experience and knowledge of high needs and schools funding. |



Job Family

Professional/Technical

Grade K

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| **Colleagues expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

### Role characteristics

At this level job holders report to a Head of Service or Director and are responsible for the development and implementation of strategy relating to two or more functions within that Service. Posts carry significant responsibilities for finance and a range of other non-financial assets and job holders will make autonomous decisions and lead the management of change throughout their sphere of influence within the appropriate functional areas.

### The knowledge and skills required

The advanced theoretical knowledge required to make appropriate judgements and decisions at this level is augmented by ongoing professional development and awareness of external legislative and societal change. Also, by a deeper understanding of the Council operational structures which both support and depend upon the job holder’s actions and advice. Roles will be professional experts, providing guidance to those in earlier career stages.

### Thinking, planning and communication

Job holders will use their professional expertise to deal with highly complex, pressing issues on a day-to-day basis, but will also look well ahead and take a long-term, strategic view of their project and service delivery objectives over several years ahead, helping to shape their service’s composition, approach and operating procedures in accordance with wider goals mandated by the Service directorate.

The information exchanged at this level will be routinely complex, contentious in nature and/or highly significant to the Council’s reputation. Job holders will have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on and reasoned argument. This will occur in written interactions and can also be in face to face verbal exchanges where job holders will advocate the Council’s position in response to opposing opinion in a formal or informal setting.

**Decision making and innovation**

The limitations to job holders’ decision making will be only the broad policy and practice guidelines that exist at both a corporate and even national/professional level. At this level of autonomy, job holders will be the final arbiter of many escalated technical and professional disputes and problems. They will report to a Head of Service or Director and will devise and implement strategic plans in relation to several functional areas.

### Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

Roles will focus on the needs of whole classes of people whether external service users or partners and will be responsible for critical day to day decisions with legal and reputational dimensions and the development of functional/directorate level policy and operating procedures.

In addition, such roles are likely to have very high levels of responsibility for such elements as finance (very substantial budget management), information assets (council-wide systems) or premises (of extremely high value and critical operational importance).

Roles will have full line management responsibility over an entire functional area with differing specialties and employee profiles.

### Impacts and demands

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention while also managing very high levels of work

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders may at this level find themselves very occasionally exposed to some disagreeable, unpleasant or hazardous working conditions.