

**Job Description**

**Job Title:** Finance Business Partner: Projects

**Salary Grade:** Grade 8

**SCP:** 31-35

**Job Family:** Organisational Support

**Job Profile:** OS 4

**Directorate:** Together for Children

**Job Ref No:**

**Work Environment:** Office Based

**Reports to:** Director of Finance

**Number of Reports:** N/A

**Purpose:**

To provide a specialist financial advice and intelligence service through the provision of a range of accounting, analytical, investigative and financial modelling services which inform and support the decision-making requirements of Together for Children Sunderland Limited (the Company) and facilitate its Transformation Programme.

**Key Responsibilities:**

General

1. The postholder will split their time between providing a management accounting support to a Service(s) within the Company and working on across the company projects spanning all Services as part of an emerging Programme Management Office;
2. Initially the split could be 50% Management Accounting and 50% Projects so as to allow the postholder to learn the accounting system and appreciate how the business is structured. Beyond the first year, it is envisaged that the Projects element of the postholder’s workload will increase significantly.

Project Support

1. Play a strategically focused and broad role in the Transformation Project teams personally supporting Senior Responsible Owners (SRO) in the delivery of Projects;
2. Develop strong financial governance and control and make this thematic in the work of Transformation Project teams;
3. Provide timely, high quality analysis and intelligence to the SRO of Transformation Projects by careful interrogation of the ledger, payroll and other financial systems and investigative research;
4. Make financially literate and practicable recommendations to the SRO of Transformation Projects and demonstrate a breadth of understanding of the business;
5. Ensure correct accounting procedures and regulations currently in force are adhered to along with any agreements, memoranda of understanding and service level agreements that are in place.
6. Identify pertinent financial controls, including the differing types of funding streams, their benefits and limitations.

Management Accounting

1. To take a lead management accounting responsibility for a Service(s) and partner with that Service(s) to enact strong budgetary control, escalating areas of concern to the budget holder and/or Team Manager: Management Accounting as appropriate;
2. Assist in budget preparation, including Medium Term Financial Planning, regular monitoring and control of budget, including the balance sheet, by building a strong partnership with the budget holder;
3. Prepare grant claims, government financial and statistical returns, supported by high quality working papers for audit purposes;
4. Provide performance monitoring information for the Company, monitoring against agreed budgets, plans and targets;
5. Final accounts preparation and support in the production of statutory accounts, including adherence to accounting standards.

General

1. By research and CPD, remain up to date and report, where necessary, on financial legislation and circulars related to the service area in order to assist the Finance Management Team on the financial implications of service developments;
2. Support training opportunities and processes and the personal development of colleagues;
3. Any other duties as required by the Finance Management Team of the Company.

**Planning / Work Organisation**

The postholder shall autonomously plan workload to deliver robust and credible financial information. The postholder shall demonstrate and develop the following characteristics / skills:

* Effective communication with service managers, senior officers and colleagues in the Finance team and the Council;
* Strong partnership working with such as the CCG and Third Sector;
* Organising, coordinating and chairing meetings;
* Sharing data collected in an appropriate format to inform budget management, identifying efficiencies and maximising of income opportunities;
* GDPR awareness in all data sharing;
* Communicating effectively to relevant internal and external stakeholders;
* Submission of time-critical responses to requests from managers including SROs.

**Analysis**

* Collation, data collection analysis and interpretation of performance information and financial legislation to ensure compliance and the delivery of project goals;
* Monitor and review internal systems to ensure they are compliant with legislation and regulations currently in force and fit for purpose that will allow for regular collation and analysis of financial data.

**Advice and Guidance / People Management**

* To all colleagues and service users regarding budget monitoring and control;
* In respect of the efficiency agenda and income maximisation;
* Financial year end procedures and any relevant accruals requirements, stock taking scenarios and the provision of documentation required by internal and / or external auditors.

**Investigation / Research**

* Communicating with, engaging, consulting and involving key partners where budget monitoring or project analysis / intelligence is required;
* Understanding the unique provisions in each service area to be able to provide mitigating actions to any budget anomalies;
* Supporting officers with research to be able to respond to FoI (Freedom of Information) requests;
* Research fundraising opportunities as and when appropriate;
* Compare performance with other similar organisations in relation to performance indicators and benchmarking data;
* Use financial design experiences to innovate and offer original solutions to any issues or concerns and to support the efficiency agenda.

**Customer Service**

* Establish excellent relationships with senior officers and key stakeholders, ensuring positive relationships with external organisations such as schools, other educational establishments and service providers;
* To be pro-active in advising schools, partners and service providers of any developments that may affect their performance or budgetary controls;
* Work to resolve any issues in advance of time-critical requirements.

**Reports and Records**

* Completion of any reports / statistical or financial returns relating to grants that are received by the Company or external project funding;
* Monitoring of all grant and external income to support the Company’s budget expectations;
* Provide information in the form of reports to the Director of Finance on a regular basis.

**Skills required**

* Knowledge of financial modelling, management, budgetary controls and ledger systems (especially the interrogation thereof);
* Understanding the Financial Cycle;
* Keeping up-to-date with new legislation and best practice;
* SAP systems access, reporting functionality and, understanding the data format;
* Attention to detail in the provision of financial data either in reports, or other formats, with colleagues and other partners;
* Customer focused skills; attention to detail, time management, strong IT skills and evidence of problem solving;
* Negotiation skills to balance conflicting and competing demands on financial management;
* Creative and interpersonal skills;
* Monitoring and evaluation skills;
* Analytical and data management skills;
* Ability to achieve results when working solely on their own or within a team;
* Manage own workload, including reprioritising tasks when required, to meet challenging and sometimes conflicting demands;
* Understand personal training needs and development opportunities;
* Use appropriate methodologies to keep abreast of new developments and technologies to ensure the service continually improves and meets the demands required.

**Additional requirements**

The post is for 37 hours per week, Monday to Friday. Flexible working hours are in operation. Additional, time-critical pressures will be placed upon the service throughout the year (i.e. month and financial year-end) that will require the postholder to work flexibly to meet the demands of the service.

Willingness to work outside the normal job location, in other locations in and around the City.