



# South Tyneside Council

## **BUSINESS AND RESOURCES**

### **JOB DESCRIPTION**

**POST TITLE:** Senior Finance Advisor

**GRADE:** Band 9

**RESPONSIBLE TO:** Strategic Finance Manager

**RESPONSIBLE FOR:** Schools Finance Team

#### **Overall Objectives of the Post:**

To support the Strategic Finance Manager in managing the financial affairs of the Council, South Tyneside Homes (STH) and schools. To provide financial support and advice to budget holders to assist the Council, STH and schools in fulfilling their statutory financial obligations whilst meeting corporate objectives as set out in relevant strategic plans.

#### **Key Tasks of the Post:**

##### ***1. To assist in development of the Medium Term Financial Plan. You will:***

- Prepare detailed working papers to support a range of policy/service options.
- Assist in the compilation of reports to senior officers and members.
- Identify, assess and cost projected financial pressures.
- Assist in identifying options to increase efficiency, improve value for money and contribute towards the transformation agenda.
- Assist in the compilation of the published plan.
- Assist in the development and costing of cross cutting options to support the financial planning process.
- Assist in the annual review on fees and charges.

##### ***2. To be key support in the monitoring of budgets and other plans. You will:***

- Be responsible for compiling reports on a regular basis for presentation to budget holders on budgetary performance.
- Assist in the collation of information for specific groups of services on a regular basis to assist the Council and STH have a clear understanding of financial performance ensuring application of a rigorous financial framework.
- Assist in the preparation and presentation of financial information to Group Management Teams and STH Board/Executive Team.
- Assist in developing the skills and capacity of budget holders to manage their finances.
- Assist in the development of robust financial systems to improve the provision of management information to budget holders and assist in the management of financial risk.

- Constructively challenge budget holders on their financial performance and ensure that actions are taken to address budgetary cost pressures and delivery of agreed efficiency targets.
- Assist in promoting excellent financial practice amongst staff, members and partners.

**3. *To be key support in ensuring the Council meets its statutory financial reporting requirements. You will:***

- Prepare various elements of statutory accounts working with the strategic partner ensuring that external financial reporting deadlines are met.
- Prepare appropriate working papers to the required standard for external audit scrutiny.
- Support on-going liaison with external audit ensuring a productive working relationship at all times.

**4. *To lead on the financial services to schools. You will:***

- Lead in the drafting and presentation of reports to Schools Forum and/or other school related bodies.
- Manage staff working on school finance services.
- Ensure the delivery of excellent finance services to schools and Academies through service level agreements.
- Actively promote the Finance Service to current and potential customers, identifying new business opportunities and delivering service improvements.
- Develop financial procedures and systems which enable financial monitoring, control and reporting of delegated budgets.
- Work with others in the finance service to proactively develop the South Tyneside funding formula in consultation with schools and officers to reflect local and national requirements, analysing the effects of changes to the funding formula and funding regulations.
- Work with others in the finance service to manage the production of multi-year budget allocations to schools including Dedicated Schools Grant (DSG) and any other education funding streams delegated to schools. To manage specific contingency allocations within DSG e.g. schools in financial difficulty, Growth Fund.
- Ensure monthly financial reporting and year end reporting of school budgets is completed to the required timescales.
- Regularly review and update the Scheme of Financing Schools.

**5. *Miscellaneous. You will:***

- Lead on the completion of financial returns on behalf of the Council, STH and schools.
- Attend meetings as required in the absence of the Strategic Finance Manager.
- Keep up to date with relevant changes in government policy or practice in order to meet the requirements of the role.
- Provide consistent leadership that inspires excellent performance.
- Undertake work on ad-hoc or special projects at the request of the Strategic Finance Manager.

**6. *You will be responsible for making a corporate contribution. You will:***

- Understand the Council's priorities and how your role contributes to them.

- Be a willing member of corporate teams tackling cross-cutting issues and help others in the organisation fulfil their own corporate contribution.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: TR/KDS

Date: 15/11/2019