Job Description

|  |  |
| --- | --- |
| **Job Title** | **Assistant Finance Partner** |
| **Grade** | Band G |
| **Reporting To** | Traded Service Manager |
| **JD Ref** | BUS0135G(A) |

Purpose

To assist in the provision of professional and evidence-based management information to support the long-term sustainability of the Council, Schools and its trusted partners. The post holder will work within a commercial ethos to enable the identification of commercial opportunity across the organisation.

They will further be a proactive member of a customer focussed team that supports the achievement of the Council, Schools and its partners’ long-term vision. To support a solution-focussed, innovative financial management function that enables the effective allocation of resources to outcomes to ensure value for money for the public purse.

Main Duties And Responsibilities

**Behavioural:**

* Enjoy, achieve, create impact, and thrive in the role and organisation.
* Live our values in the role and organisation.

**Assistant Finance Partner service specific duties & responsibilities:**

* Represent the Traded Service Manager as and when required in internal and external scenarios and to display the behaviours and values expected in a positive and professional manner.
* Reporting to the Traded Services Manager but will work across the wider Council, schools and partnerships.
* Assist in the provision of proactive, solution-focussed, professional advice and guidance to the business within the realms of the Council’s and Schools procurement and finance procedure rules.
* Provide accurate and timely financial information, to facilitate the provision of advice and guidance to customers/colleagues.
* Be an effective and proactive team member seeking out development opportunities to support effective succession planning; operating to the expected standard of a high performing, excellent, finance support function for schools.
* Support the achievement of the council’s commercial activity in conjunction with the commercial and commissioning team, assisting with support and advice to enable the income generating ideas and projects can be effectively managed within the team.
* Assist in supporting the council’s and schools’ financial sustainability and resilience by providing support for financial modelling and costing.

**Communication, Engagement and Training:**

* Develop professional relationships across the Council and schools with employees and other key stakeholders.
* Although the post does not have line management responsibility, the post holder must be able to inspire others with a compelling vision of the future, engage others in that future and motivate them to make the required contribution.
* Act as a representative of Wirral Council as appropriate with internal colleagues and external partners, as well as other organisations.
* Attendance at away days, attending in-house training, completion of learning needs assessments and skills framework.
* Develop key relationships across the Directorate and with all schools we provide a service to.

**Data Analysis and Decision-Making:**

* Working to Council and schools finance specific policies and procedures. Ensuring best value and delivery of key priority areas.
* Able to accurately input and analyse a range of financial information, for which care and attention to detail is required.
* Identify opportunities for improvements to policies and procedures within work area in order to improve practice and customer service.
* Complex queries to be escalated to the Traded Service Manager / Customer in the first instance.
* Assist in ensuring the integrity of data within the key financial systems so that financial data is being captured, stored, managed and monitored effectively and is fit for purpose, accurate and in line with various reporting requirements.
* Use knowledge and experience to determine the appropriate course of action.
* As part of role, assist with support and advice to enable the income generating ideas and projects to become a reality and ensure they are effectively managed.
* Utilise computer-based systems including Microsoft Office and the organisation’s finance system to fulfil the requirements of the role and to support planning and decision making.
* Support the organisation through the provision of reliable, effective and timely financial support and advice that contributes to the achievement of their objectives.
* Support the management of the key financial systems by ensuring that financial data input is fit for purpose, accurate and in line with various reporting requirements.
* Review and interpret management and financial information on an ongoing basis and support the improvement of systems where appropriate to enhance data quality.
* Assist in compiling financial claims and returns to Government and other bodies in accordance with deadlines.

**Performance Management:**

* Provide effective management information when required – on a cyclical and ad hoc basis to a variety of audiences, ensuring the information is tailored to the audience so that it is understandable and informative.
* Support the team in delivering the council’s plans to support and improve the inclusive economy by working across the team and rest of the organisation to contribute to activity in this area supporting communities to keep wealth within the borough.
* Manage own workload, taking into account team and service priorities.
* Support the achievement of the council’s commercial activity in conjunction with the commercial and commissioning team, assisting with support and advice to enable the income generating ideas and projects can be effectively managed within the team.
* Assist in supporting the council’s financial sustainability and resilience by providing support for financial modelling and costing.
* Assist in the delivery of the business plan by demonstrating achievement of key objectives on time and to the required standard.

**Compliance:**

* Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
* Assist in the preparation of information and evidence to demonstrate that taxpayer’s money is allocated and spent according to the council’s priority outcomes, minimising the overlap and duplication of spend and activity via and outcomes-based budgeting process.
* Assist in the delivery of the council’s financial sustainability and resilience by working with the team to provide financial insight and intelligence.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

**Qualifications**

* A formal accountancy qualification or equivalent professional knowledge gained through significant experience working as a finance specialist.
* *Desirable - Post grad experience in a financial setting.*

**Knowledge & Skills**

* Able to sustain successful partnership working.
* Able to inspire others with a compelling vision of the future, engage others in that future and motivate them to make the required contribution.
* Able to be a key advocate for change and have the personal courage and resilience to cope with ambiguity, uncertainty and pressure.
* Able to think and act across and outside organisational boundaries.
* Able to drive change.
* *Desirable - Complex data analysis.*

**Experience**

* Excellent customer service skills.
* Experienced in a relevant role in a financial setting.
* Experience of delivering schools finance programmes.
* *Desirable*
	+ *Experience of risk management.*
	+ *Experience of working with Headteachers/Members and involvement in political procedures.*
	+ *Experience of large-scale projects to transform services and/or teams.*

*.*

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

On occasion, able to work outside traditional hours, evening ass required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

* Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By: Daniel Kirwan (AD Finance and Investment)

Date Of Approval: 24/09/2021