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| **Senior School Finance Officer**  **SALARY GRADE: HBC7/8** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – keeping great service delivery at the heart of everything we do * Personal Growth – learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Flexible / hybrid working arrangements available * Car leasing schemes   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| As a Senior School Finance Officer you will ensure the effective delivery of a range of financial services to schools as outlined in the Service Level Agreement (SLA). Additionally, you will act as the primary financial advisor to Head Teachers and Governors of SLA schools, offering guidance and support on financial matters.  More specific responsibilities include:   * Analyse the financial implications of the Schools Funding Formula to advise Head Teachers and Governors on the preparation of school budgets in accordance with approved timetables. * Ensure school budgets are prepared in full compliance with Financial Regulations and the Halton Scheme for Financing Schools. * Oversee the training, deployment, and supervision of School Finance Officers to ensure they are effectively providing a range of financial services to schools, in alignment with the Service Level Agreements. * Provide advice and guidance to schools on the preparation of financial reports for Governing Bodies, to support effective decision-making both during initial budget setting and in subsequent in-year monitoring. * Identify schools facing significant financial challenges, monitor their progress and provide advice and support to Head Teachers and Governors, helping to resolve financial issues. This will include attending Governing Body meetings and other relevant meetings as required. * Ensure accurate and timely financial information is consistently provided to schools to support their financial management and decision-making. * Provide training and support to Head Teachers and school administrative staff on budget management and financial administration. * Liaise with Human Resources to assess the financial implications of personnel policies adopted by the Council and evaluate how these policies impact school budgets. * Advise schools on the optimal use of various grants, helping them maximize funding and ensure effective use of resources. * Attend and contribute to departmental and inter-authority working groups as required. * Liaise with Government Departments, other local authorities, and external organizations as required. * Provide additional financial services on an ad hoc basis, including advising schools on resource management to help reduce costs and achieve value for money. * Undertake any additional duties or responsibilities as assigned, provided they are in line with the role and job grade. | |
| About You | |
| For this role, you must be a member of the Association of Accounting Technicians, part qualified CCAB accountant, or equivalent.  In addition you will have:   * Relevant experience in an accountancy environment with knowledge of public sector accounting and finance. * Knowledge of schools revenue and budgeting processes. * Excellent analytical skills, in order to evaluate and report upon financial data with the ability to write complex financial reports in a clear and concise manner. * Excellent oral communication skills and confidence in liaising with Head Teachers, Governors and Senior Officers. * Ability to plan and supervise the work of staff, including contributing to their training and development. * Highly organised and able to plan and prioritise work to consistently achieve tight deadlines. * Excellent IT skills in both mainframe and PC based systems, including knowledge of Microsoft Excel, Word, e-mail and Internet.   The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
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