SEFTON METROPOLITAN BOROUGH COUNCIL

**JOB DESCRIPTION**

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| **Service Area:** | Corporate Services and Commercial | **Location:** | Magdalen House *(and other locations agreed with line manager(s) in line with Agile Working)* |
| **Department:** | Financial Services | **Post No.** | POSN000023 |
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| **Section:** | Financial Management |  |  |
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| **Post:** | Finance Manager – Schools and SEND / Early Years | **Grade:** | M |

**Responsible to**: Strategic Finance Manager – Education Excellence

**Responsible for:** Education Excellence Finance Team

**Job Purpose**

To be responsible for the development of finance strategies and operational financial management support to the Council’s Education Excellence service, including schools.

Provide assurance to the Section 151 Officer that agreed policies and strategies are being complied with.

To positively contribute to the Finance Services Team, recognising that this role incorporates ownership, commitment and leadership responsibilities in respect of the Education Excellence service, including schools.

To develop enhanced working practices to bring about efficiencies across the Council, with a focus on Education Excellence, in the financial management processes.

Provide professional support and advice to the Assistant Director of Children’s Services (Education), senior managers and budget holders, with a focus on value for money and best practice.

To ensure that staff are appropriately developed, provide motivation and coaching in order to achieve excellent performance and maximise and develop skills, potential and capacity.

Ensure that the Council and its services operate to the highest standard of ethical financial management, maximise value for money in the use of resources, whilst ensuring that all financial duties are met.

**Responsibilities**

1. To support and contribute to the development and implementation of service strategies and to the corporate financial planning and management of the Council.

2. Provide a high quality and comprehensive range of financial advice and support to Members, Service Areas, Budget Holders and other partners, including resource and budget planning, outcome reviews and forecasting.

3. To drive initiatives which deliver excellence in high quality and customer focused financial management standards to customers.

4. Respond positively to the needs of the Education Excellence service in the running of their financial affairs through information, research, training and advice, whilst at the same time creating an environment in which challenging existing practices is the norm.

5. Provide a lead finance role in relation to all aspects of the Dedicated Schools Grant, including in relation to Early Years and High Needs, including support to the Council’s Delivering Better Value Programme to achieve long-term financial sustainability.

6. Provide a lead finance role, including supporting transformational activity, relating to Special Educational Needs and Disabilities, including Home to School Transport.

7. Empower budget holders to take responsibility for their individual areas, to give them the confidence to make decisions which will have a positive impact on service areas of high financial risk.

6. Consider the overall financial wellbeing of budgets and highlight any issues of concern to budget holders in a timely manner in order that appropriate action can be taken.

7. Identify opportunities to enhance Council outcomes, prepare option appraisals and analysis.

8. Contribute to strategic Council wide project/development work arising from Government / Council / Service Area / School requirements.

9. To keep under review current policies and develop new policies on finance issues, which reflect changing local needs and corporate and national policies. This will require being informed on current developments and taking a lead role in facilitating research and practice.

10. Ensure compliance with statutory accounting guidelines and delivery of financial returns.

11. To ensure and promote the development of staff through effective supervision and communication, performance appraisal, performance management, and training programmes.

1. Deliver and support complex projects and programmes.

13. Ensure that budgetary control and reporting processes are in place which supports comprehensive monitoring and evaluation of financial performance across the Council and with other partners.

14. Communicate complex information to non-financial managers in a manner that is clear and effective

**Leadership**

## Must demonstrate the following leadership competencies:

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* Provide clear direction based upon the directorate and council vision.
* Lead and manage change.
* Plan strategically.
* Lead people and performance.
* Work corporately as well as collaboratively with partners.
* Communicate effectively.
* Focus on excellence
* Develop self and others.
* Personal resilience.

**Behaviours**

Must demonstrate the following behaviours:

* Promote financial awareness and skills at all levels of the organisation
* Provide support and use of own initiative with a view to improving quality
* Provide appropriate and constructive challenge.
* Create a culture that looks for understanding and solutions.
* Visibly and positively respect and value staff.
* Communicate a consistent and clear message throughout the Council and with partners.
* Respect, listen to and value others views.
* Maintain a customer focus with a relentless pursuit of excellent outcomes.
* Have collective integrity and responsibility.
* Endeavour to improve outcomes for the communities of Sefton.
* To ensure the provision of services within an equalities framework.

**Personal Management**

The postholder will:

* Take responsibility for personal professional development and undertaken any necessary training associated with the post.
* Understand and comply with the Council’s policies on equal opportunities, data protection, the environment and health and safety.
* Understand and comply with professional standards and ethics

**General**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

An agile working scheme is currently in operation. Work outside normal office hours may be required.

**Prepared by**:

**Name** Paul Reilly

**Designation** Service Manager – Finance (Deputy S151 Officer)

**Date** September 2025

**PERSON SPECIFICATION**

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| **Post: Finance Manager – Schhols & SEND / Early Years (Grade M)** | **Service: Corporate Services and Commercial** |

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| **Personal Attributes Required** | **Essential (E) or**  **Desirable (D)** | **Method of Assessment** |
| **Qualifications**   1. Relevant Academic and/or Professional Qualification (e.g. CIPFA). 2. Appropriate Leadership/Business Qualification or equivalent experience/skills. | E  D | AF/C/I  AF/C/I |
| **Experience (All appropriate to the level of the post)** |  |  |
| 1. A proven track record or ability of leadership and management experience within Local Government or a large complex organisation. | D | AF/I/P/T |
| 1. A proven track record or ability of working effectively and in co-operation and partnership with a wide range of service partners and stakeholders. | E | AF/I/P/T |
| 1. A proven track record of successful finance experience within Local Government or a large complex organisation. | E | AF/I/P/T |
| 1. Evidence of advising and supporting financial and resource management, including project management, resolving conflicting priorities. | E | AF/I/P/T |
| 1. Applying effective monitoring and control procedures. | E | AF/I/P/T |
| 1. Experience of identifying value for money service outcomes. | E | AF/I/P/T |
| 1. A successful track record at an appropriate level in the leadership and management of change. | E | AF/I/P/T |
| 1. A successful track record of delivering outcomes through leading, motivating, managing and empowering teams and across professional boundaries. | E | AF/I/P/T |
| 1. A successful record of delivering customer focused services that involve users and drive up standards and performance. | E | AF/I/P/T |

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| **Personal Attributes Required** | **Essential (E) or**  **Desirable (D)** | **Method of Assessment** |
| **Ability, Skills & Knowledge** |  |  |
| 1. The ability to provide effective leadership in the relevant service areas of your post. Contribute to the overall running of your Department as a member of the Departmental Leadership Team. | E | AF/I/P/T |
| 1. Ability to adopt a strategic view and relate strategy to action and outcomes. | E | AF/I/P/T |
| 1. Effective communication and interpersonal skills and the ability to adapt personal style to meet the needs of the audience. | E | AF/I/P/T |
| 1. Ability to lead and manage services and motivate others to high performance through periods of change. | E | AF/I/P/T |
| 1. Good understanding of and the ability to work within local government and the legal, financial and political context of complex organisations. | E | AF/I/P/T |
| 1. Good understanding of the principles, practice, and legal and governance frameworks for commissioning within Local Government or a large complex organisation. | D | AF/I/P/T |
| 1. Ability to analyse complex issues and adopt a creative approach to problem solving and service delivery in challenging circumstances and with competing priorities. | E | AF/I/P/T |
| 1. Ability to work in partnership at all levels, including negotiating, communicating and joint working with internal/external organisations to achieve outcomes. | E | AF/I/P/T |
| 1. Ability to operate effectively with a high volume and at times, highly sensitive workload. | E | AF/I/P/T |
| **Personal Style and Behaviour** |  |  |
| 1. Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users. | E | AF/I/P/T |
| 1. The ability to respond to constructive challenge and not be discouraged. Motivated and enthusiastic. | E | AF/I/P/T |
| 1. An inclusive team worker who fosters partnerships, works collaboratively across boundaries and achieves results through others. Demonstrates and promotes openness, trust and respect. | E | AF/I/P/T |
| 1. A commitment to continually develop and update knowledge | E | AF/I/P/T |
| 1. A commitment to encourage effective working relations | E | AF/I/P/T |