

Job specification

Job title: Group Finance Manager

Service: Finance

Grade: G12

Reporting to: Strategic Finance Manager

Your job

As a Group Finance Manager you will work closely with schools to assist them in the delivery of their service objectives and priorities, providing advice, support and assistance. You will work closely with Schools Forum members to provide advice on funding issues including the implementation of the National Funding Formula.

You will manage and lead the Schools Finance Team and Peripatetic Bursar Service.

You will work collaboratively with colleagues across the Finance Division to provide a high quality, efficient and professional finance service, assisting with the delivery of service objectives, client satisfaction and performance targets.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

In the next 12 months, you will:

- Liaise and work alongside Schools Forum on the implementation of the National Funding Formula
- Improve and introduce more efficient reporting mechanisms in relation to schools
- Assist the Strategic Finance Manager with the review of High Needs Funding linked to our SEND Transformation Plans

On an ongoing basis you will:

- Ensure the effective and efficient delivery of services in a quality assured environment
- Take responsibility for the maintenance and development of appropriate information and administration system / processes
- Lead and supervise the schools finance accounting team, allocating duties and providing appropriate supervision of colleagues including recruitment, identification of training requirements, monitoring of performance, attendance etc.
- Promote the finance function and contribute to continuous improvement of the service in response to changing requirements, legislative changes, corporate governance and risk management issues and accounting developments
- Ensure compliance with all legislative and regulatory requirements as far as they affect the finance function

- Provide specialist advice and assistance to our schools.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:

- A professional CCAB accountancy qualification or demonstration of the highest level of financial skills gained through substantial relevant experience
- Extensive experience at a senior level of local authority budgeting and accounting, covering all aspects of statutory accounting
- Extensive experience and knowledge of schools and education finance and legislation
- The ability to provide leadership and contribute effectively to the management of the finance function and improvement of the service
- The ability to represent the service and the council at a local and regional level
- Significant experience of effectively managing and supervising staff, including the application of appropriate performance mechanisms
- Excellent IT skills, with the ability to use various software such as Microsoft Office, Agresso, SIMS
- Good organisation skills and the ability to meet targets and objectives within a pressurised environment, prioritising tasks as necessary
- Hold a current valid driving licence or can demonstrate the ability to travel as required using own or public transport in the most effective manner

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough