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| **Job specification** |

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**Job title: Group Finance Manager (Schools)**

**Service: Finance**

**Grade: G12**

**Reporting to: Strategic Finance Manager (Children’s Services)**

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| **Your job** |

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

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| 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 provide oversight and financial support in respect of the management of the Council’s high needs funding and play a key role in supporting the delivery of recovery plans in this area.  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. |

**Mandatory statement**

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.

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| **In this job you will** |
| In the next 12 months, you will:   * Provide advice and guidance to Schools Forum and Council colleagues on the financial and funding implications of the Schools White Paper and the SEND green paper. * Assist the Strategic Finance Manager with the development of the High Needs Strategic Plan.   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 and peripatetic bursary service. In particular to allocate duties to and provide appropriate supervision of, officers including recruitment, identification of training requirements, monitoring of performance, attendance etc. * Lead on the financial management arrangements for the Council’s high needs funding and support services, including budget setting, monitoring, provision of reports, strategic financial planning and providing advice and support as required. * Promote the finance function and contribute to continuous improvement of the service in response to changing requirements eg 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 |

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| **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 skills gained through substantial relevant experience * Significant experience and knowledge of Schools and Education Finance * Be able to represent the service and the Council at local level * Effective written and verbal communication skills * Experience of effectively managing and supervising staff * The ability to be positive, accountable and courageous in delivering the service priorities and clients objectives * A high level of IT skills – including knowledge of Microsoft Office, Agresso, SIMS * To be able to travel around the borough to various sites |
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| **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 |
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| **Be Accountable…** be responsible for making things better |
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| **Be Courageous…** be open to doing things differently |
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| Individuals with line management responsibilities are also expected to … |
| **Inspire…** lead by example and help others to see the big picture |
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| **Care…** show genuine concern for people as individuals and value their contributions |
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| **Engage…** I connect with others both within and beyond the organisation |
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Table

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