

**Part A - Grade & Structure Information**

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| **Job Family Code** | **8BF** | **Role Title** | **Lead Finance Manager** |
| **Grade** | **P8** | **Reports to (role title)** | **Finance Business Partner** |
| **JE Band** |  **269-313** | **School** | **The Howard Partnership Trust** |
| **Date Role Profile created** | **June 2020** |
| **Part B - Job Family Description**The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis. |
| **Role Purpose**including key outputs | To support the Finance Business Partner in the delivery of the Finance function within the cluster. To provide technical accountancy skills to support the delivery of management information. To further support appropriate financial management and control for schools at operational level. Duties and responsibilities are to be carried out in accordance with Education Skills and Funding Agency financial regulations, academy policies and internal financial procedures across The Howard Partnership Trust (THPT). |
| **THPT Work Context and Generic Responsibilities** | Maintain confidentiality in and outside of the workplaceBe pro-active in matters relating to health and safety and report accidents as requiredSupport aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and behaviour, punctuality and attendanceUphold and support the School’s Policies and procedures on the Safeguarding of young people |
| **Line management responsibility**if applicable | Line management and supervision of Finance Assistant(s). |
| **Budget responsibility**if applicable | n/a |
| **Representative Accountabilities** Typical accountabilities in roles at this level in this job family | **Analysis, Reporting & Documentation**• Prepare and analyse management information, including financial reports / project plans, recommending actions as appropriate.• Maintain, develop and review business support systems, processes and procedures to secure a quality, cost effective service and continuous improvement.**Service Delivery**• Deliver a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity.• Maintains knowledge of the organisation’s current systems, policies and procedures.• Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered.**Planning & Organising**• Monitor service objectives and standards within own area of work to ensure effective service delivery.• Plan and prioritise own work activities for the months ahead, to ensure operational efficiency.* Respond effectively to changing demands, adjusting priorities as needed.

**Finance/Resource Management**• Assist budget/resource management in accordance with the organisation's policies and procedures.• Maintains, develops and reviews financial support systems, processes and procedures.**Work with others**• Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.• Undertake and coordinate projects and reviews in a defined area of activity to support and enhance service delivery.**People Management**Either:• Manage staff, allocating and prioritising their work and manage performance to secure efficient service delivery.• Oversee the work of others as the most experienced team member.And/Or:• Operate as an individual maintaining and improving operational efficiency and quality of service of own area.• May be recognised as the main point of contact for a particular specialised process, system or procedure or for a senior member of staff.**Duties for all**Values: To uphold the values and behaviours of the organisation.Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.To have regard to and comply with safeguarding policy and procedure as appropriate. |
| **Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics** | • Educated to ‘A’ level standard, or able to evidence ability at an equivalent level.• Professional business qualification to NVQ Level 4, or able to evidence knowledge and understanding of appropriate business disciplines; willingness to study for a relevant professional qualification if appropriate.• For some roles a relevant degree may be required.• Excellent IT skills.• Excellent written and oral communication skills with the ability to build sound relationships with customers, adapting styles to different situations.• High level administrative/organisational and analytical skills.• Ability to manage a range of projects through to completion.• Effective interpersonal, influencing and negotiation skills.• Practical experience and understanding of business supporting service teams and/or providing support to the public (where appropriate).• Experience of leading a team (where appropriate). |
| **Details of the specific qualifications and/or experience if required for the role in line****with the above description** | The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
| **Role Summary** | Roles at this level may manage a straightforward operational activity or small team, provide specialist support services or they may be in the second year of a professional career developmentrole. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more disciplines, for example finance, HR, communications, facilities,procurement. They are often process ‘experts’ seeking to deliver maximum efficiency within a defined process. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is in place. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role inmaintaining quality standards and/or engaging in project management. |

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