

Job profile

Service and job specific context statement

Directorate:	Central Services
Service:	Strategic Resources
Post title:	Head of Financial Consultancy for Schools
Grade:	SM1
Responsible to:	Assistant Director Strategic Resources (CYPS, Schools and Property)
Staff managed:	Manages a team of specialist professionals
Date of issue:	January 2019
Job family:	SM - Senior Management

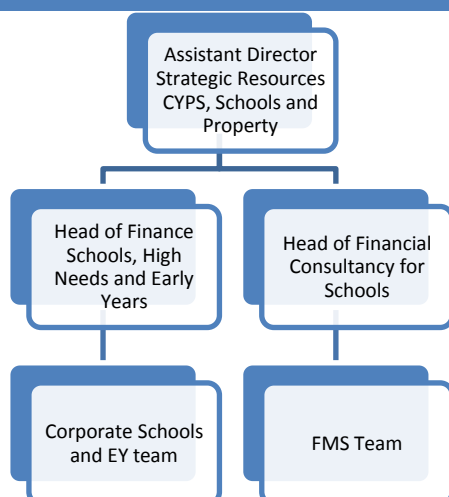
Job context

This post will be a key role supporting the Assistant Director with the provision of financial services to schools. The post will lead and manage the Financial Management Services to Schools (FMS) team which is a service which provides financial support services to nearly 500 schools and academies on a traded basis and has a turnover in excess of £1.2M. The continued success of the service is dependent on delivering a high quality service which meets the needs of customers, delivering on key contracts (including the Schools Resource Management Advisor contract) and developing new business and services.

The post will report into the Assistant Director and will lead the Senior Management Team of the FMS Team to ensure the development and delivery of high quality financial and business management services. The post holder will also have lead responsibility for identifying and implementing new service developments.

This is a customer facing role and requires the establishment of strong relationships with customers. The job is based at County Hall with some potential for home working. The job involves some travel to visit schools in the council's strategic role. The job involves some evening work with attendance at governor meetings, training sessions and Local Authority convened meetings.

Structure



Job profile

Job Description

Job purpose	<p>The core focus of this job is to lead delivery of a portfolio of services to support a range of clients (internal and external through partnerships and/or commercial arrangements). Services to specific clients will be subject to individual requirements reflecting the different needs of different organisations. The role will manage the traded Financial Management Service for Schools (FMS) including service and business developments for both LA maintained and academy sectors.</p> <p>Core products:</p> <ul style="list-style-type: none"> • Commercial services to existing LA maintained schools and academies • New business development and identification of growth opportunities, new products/ services
Operational management	<ul style="list-style-type: none"> • Lead on the delivery of financial services to schools and academies including being responsible for quality assurance and customer satisfaction • Lead on the design, delivery and evaluation of financial management training, networking and conference opportunities for school and academy sectors • Establish effective methods to gather customer feedback and identify market opportunities • Lead on planning, development, operation and performance of the FMS Team • Ensure the operational efficiency of the FMS Team in meeting contractual demands • Lead on budget management of the FMS Team including tracking and analysing income, expenditure and profit • Lead on the management and deployment of resources to meet existing customer demands and develop new services/ products, keeping services under review and propose changes to ways of working that will improve the efficient use of resources and the effectiveness of service delivery to schools • Ensure the delivery of key contracts including Schools Resource Management Advice contract • Deputise for Assistant Director, Strategic Resources as and when required, attending meetings requested by elected members and schools, attending CYPLT or other senior management meetings. • Deputise for Corporate Director, Strategic Resources as and when required.
Partnership / corporate working	<ul style="list-style-type: none"> • Liaise with North Yorkshire Education Services to understand market drivers, ensure products/ services are targeted to the relevant markets. • Liaise with, and support, Governing Bodies, Headteachers, Academy and Multi-Academy CEOs and School Business Managers to ensure effective delivery of financial support services. • Support and liaise with Lead Business Partners and Heads of Finance, as required, to ensure that financial support is carried out consistently and effectively.
Resource management	<ul style="list-style-type: none"> • Line manage those staff assigned to the post and to lead, motivate and manage the performance of staff in the FMS Team
Systems and information	<ul style="list-style-type: none"> • Oversee the financial management systems (RM Finance) (including disaster recovery arrangements) and data transparency for the finance function.

Job profile

Strategic management

- Support NYCC's s151 Officer with strategic financial planning
- Lead on accounting standards and Financial Procedure Rules and advise s151 officers accordingly.
- Lead on legislative changes and guidance from government that impact upon client finances.

Person Specification

Finance roles person spec competency framework



Finance
competency framew

Behaviours

[Link](#)

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.