SEFTON METROPOLITAN BOROUGH COUNCIL

**JOB DESCRIPTION**

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| **Service Area:** | Corporate Services and Commercial | **Location:** | Magdalen House / Agile Working |
| **Department:** | Financial Services | **Post No.** | POSN000114 |
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| **Section:** | Financial Management |  |  |
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| **Post:** | Strategic Finance Manager – Education Excellence | **Grade:** | Hay 6 |

**Responsible to**: Service Manager – Finance (Deputy S151 Officer)

**Responsible for:** Finance Manager – Schools and Special Educational Needs and Disabilities / Early Years and School Finance Team Leaders (x2)

**JOB PURPOSE**

Support Executive Director of Corporate Resources and Customer Services (Section 151 Officer) and the Service Manager – Finance (Deputy S151 Officer) in providing strategic financial advice to Members, Executive Leadership Team (ELT), Senior Officers of the Council and other clients to ensure the long term financial success of the Council and other clients we support.

To lead and prioritise the work of the Council’s financial management support service functions to ensure high quality, accurate, strategic financial information and support systems are available, that support the Council strategy, provide quality assurance and mitigate financial risk.

To support forward planning, including detailed financial modelling and option appraisal, and evaluate financial performance across the Council and with our customers.

To ensure the Council and our clients operate to the highest standard of financial management and maximise value for money in the use of resources, giving due consideration to risk and quality, whilst ensuring that all financial duties are met.

To lead, develop and create a culture within financial services that encourages and supports innovative thinking and collaboration between service areas and outside bodies providing Council services to improve economy, efficiency and effectiveness and maximise service benefits.

To liaise and work closely with Executive Directors and Assistant Directors to understand their business requirements and understand pressures facing services whilst ensuring that services understand and adhere to financial procedure rules and standards required, intervening as appropriate.

**RESPONSIBILITIES**

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

2. Develop new models of financial planning using performance data to forecast future spending requirements and the development of robust long term financial strategies for the Services.

3. Provide the lead finance role and support to the Executive Director of Children’s Services (re. Education Excellence) and the Assistant Director of Children’s Services (Education).

4. Provide the lead finance role to schools, particularly in relation to schools causing concern, as well as in relation to all aspects of the Dedicated Schools Grant, but particularly in relation to High Needs, including support to the Council’s Delivering Better Value Programme to achieve long-term financial sustainability.

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

6. Lead and develop a range of specialist professionals and associated service support activity.

7. Pursue best practice and value for money within the Services through the establishment of effective systems of governance and accountability, target setting, performance management and procurement.

8. Plan, initiate, manage and implement major change initiatives in service delivery which may have a significant impact on either customers, employees or systems ensuring effective risk management and review of subsequent outcomes.

9. Develop and foster effective relationships with external stakeholders, partners and agencies, representing and promoting the Council’s interests with these groups.

10. Ensure sufficient resources are available to deliver service priorities through effective

workforce planning including recruitment and selection, retention, talent management and succession planning.

11. Contribute to the Council’s budget process, advising the senior managers within service areas and Elected Members on service priorities and implications of budgetary options.

12. Lead and help to embed business partnering behaviours, best practice and value adding activities across the finance service to support the financial sustainability of services.

**LEADERSHIP**

## Must demonstrate the following leadership competencies:

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* Provide clear direction based upon the service 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 undertake 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 and 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

**Date** September 2025

**PERSON SPECIFICATION**

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| **Post: Strategic Finance Manager (Hay 6) – Education Excellence** | **Service: Corporate Services & 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. | E | 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 finance experience preparing, managing and monitoring significant revenue and capital budgets within Local Government or a large complex organisation. | E | AF/I/P/T |
| 1. Substantial experience assessing the impact of financial strategy and actions on outcomes through the analysis of finance and performance data. | 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 the service as a member of the 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. | E | 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 |