

JOB DESCRIPTION

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| Job Number: | N2039 |
| Service: | Operations Group - Learning and Achievement - Children's Centres and Traded Units |
| Job Title: | Finance and Data Officer |
| Reports To: | Business and Data Manager |
| Main Purpose of Job: Briefly – what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this. | |
| Supervise the business support operation of the Children's Centre Service provide support to the Business and Data Manager, and Service Managers across the county. | |
| Main Responsibilities and Duties: What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment. | % of Time |
| <ol style="list-style-type: none"> 1. Line manage and leads a team of staff providing administrative support to operational teams. Carry out regular supervision meetings and annual appraisals. Develop performance indicators for team, allocate work and responsibilities to the team, set targets and review workloads linked to performance indicators. 2. Provide advice, guidance and training to team members on specific aspects of work. Follow safer recruitment practices to recruit, train and develop administrative staff to ensure that an efficient and effective support service is provided across the county. In conjunction with their manager, ensure that adequate administrative cover is provided and that essential customer service activities such as telephone answering, monitoring team email boxes and reception duties are efficiently and professionally delivered. 3. Ensure that appropriate tasks are delegated to the relevant member of staff ensuring the best use of time/skills. Ensure that data input by frontline staff to EStart or designated system is carried out in a timely and accurate manner. 4. Monitor budgets across the county (income and expenditure) to support senior managers within the team and proactively investigates and resolves budget queries. Ensure procedures are in place to record/report on financial and budgetary information across the county and adhere to financial and management guidelines, service processes/policy and SCC financial regulations. Provide advice and guidance and produce budgetary reports as required for management | |

and budget holders and for forward planning purposes. Provide financial and statistical analysis to managers to determine past and current trends and support outturn forecasting. Work with managers, other officers and colleagues in Corporate Finance as required on financial/budgetary issues, systems and procedures. Attend appropriate financial meetings to report on financial performance and identify current and future spending pressures. Oversee the accurate management and security of cash income and other related financial procedures including Imprest and unofficial funds, including carrying out audits as and when required. Provide advice and support on use of SAP. Ensure correct procedures are followed in the use of PCard, Imprest spend through sample checks of spend within each of the Children's Centres.

5. Ensure standardisation of IT systems, documents, policies and procedures are maintained. Implement new ICT systems and related processes within the team. Identify and escalate as appropriate issues relating to IT/systems. Ensure appropriate processes are in place for maintenance/storage of electronic and paper records in line with corporate/service policies and compliance with Data Protection Legislation. Communicate the data protection policies across the service and carry out audits to ensure that it is abided by.
6. Prepare information relating to services, outcomes, centre activities as required by the Service Manager to support management and performance information requirements, eg SEF, quarterly reports, Business Plans and DfE requirements.
7. Co-ordinate the gathering and collation of statistical and management information as required by managers, including carrying out consultations and surveys and reporting on results. Ensure the accuracy and quality of management information produced. Ensure reports and materials are available to support the Strategic Manager, Service Managers and others (including Advisory Board, partnership agencies, Somerset County Council/Children's Trust) in resource allocation and service evaluation (this is both geographical and thematic areas).
8. Oversee the organisation of Strategic Advisory Board meetings and other meetings.
9. Undertake quality assurance checks to support the team, procedures and systems. Monitor and maintain the quality of support systems, ensuring service and corporate processes, legal requirements and deadlines are met. Ensure that maintenance of premises is regularly reviewed and risk assessments are undertaken regularly.
10. Support small projects. This includes producing project documentation, identification of resources required, managing the work allocation, monitoring the plan as well as undertaking specific tasks. Draft reports and recommendations arising from the project.
11. Undertake any training and development commensurate to the level of post.
12. In liaison with the Business and Data Manager and relevant frontline staff, ensure H&S regulations are adhered to and any breaches are

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| <p>raised through the correct channels. This includes monitoring compliance with service level agreements with partners sharing premises where appropriate, and be the main contact for issues/queries raised with those partners.</p> <p>13. Ensure all contracts have been negotiated for the disposal of waste, hygiene, cleaning etc in accordance with SCC procurement arrangements. Monitor use of utilities within centres.</p> <p>14. Undertake any other duties commensurate with this level of post, as required by the service.</p> | |
| <p>Facts and Figures: <i>Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.</i></p> | |
| <p>Children's Centres Services are delivered at over 151 points across the County within 5 district areas.</p> <p>The postholder typically has line management responsibility for between 3 to 6 administrative staff across the area.</p> <p>The postholder will assist in the monitoring of budgets in the region of £6m across the county as directed by the Business, Finance, Data and Quality Assurance Manager.</p> | |
| <p>SUPPORTING PROCESSES</p> | |
| <p>Problem Solving and Creativity: <i>Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?</i></p> | |
| <p>Creativity is required, within operational guidelines and laid down procedures to ensure:</p> <ul style="list-style-type: none"> - the administrative team works effectively and efficiently across the county - an appropriate level of support is available to the Children's Centre Service - time-critical tasks are delivered, eg monthly budget reports, whilst day-to-day demands of operational setting are met, eg reception cover, registration of user, etc. Deadlines are often conflicting and demanding. <p>Prioritise own workload in conjunction with the Business and Data Manager and delegates work as appropriate.</p> <p>Respond effectively to changing or new priorities as a result of Government strategy, eg changes of reporting and recording procedures relating to audit requirements or to child protection or to the Authority's recording/outcomes requirements.</p> <p>Maintain clear and accessible records on work in progress and maintain financial records.</p> <p>Able to understand service issues and client needs for improving systems and procedures.</p> | |

Produce accurate information and statistics from data collection analysis.

Respond calmly and reflectively to problems, seeking solutions and modifying plans as required.

Able to manage conflicting deadlines and manage changing needs of stakeholder groups.

Decision Making: Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.

Advise on pricing structures and income targets for traded provision.

Recommend changes/improvements to business systems and processes. Within agreed operational and business support parameters, discretion to plan and vary the deployment of administrative staff across the county to ensure cover is provided. Circumstances or unusual problems arising outside laid down parameters are dealt with in consultation with the Business and Quality Improvement Manager.

Support the recruitment of administrative staff, chairs interview panels and ensure the appropriate selection, recruitment, training and induction of staff.

Work without direct day-to-day supervision. Resolves day-to-day operational problems within the team.

Line manage staff, delegate work as required and direct and support staff.

May be required to undertake various activities in the absence of the Business and Data Manager.

Authorise invoices up to the value of £25,000 on SAP.

Physical Effort and Working Conditions: Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings.

Work is normally undertaken in an open plan office environment across the five district areas. The post holder is required to travel to meetings and centre's as and when required as well as working in different locations. There will be significant use of IT including Microsoft Office, Outlook and MapInfo.

Extensive use of SAP and Microsoft Excel for work relating to finance and HR as required.

Centres can be noisy environments to work in, dependant on nature and number of activities taking place.

The postholder may occasionally be required to work at weekends.

Frequent travel across the county as required, eg to supervise staff and attend meetings.

The postholder may occasionally be working on their own (in accordance with SCC's

lone working policy) and may be required to travel across the County and/or work from a number of delivery points as and when required.

There may be occasions when the postholder may be flexibly deployed to other parts of the service where their skills in working with families could usefully support service pressures and needs.

Contacts and Relationships: *Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating.*

The postholder works closely with the Business and Data Manager to ensure appropriate deployment of administrative staff, monitoring and providing information on budgets and other areas of responsibility, eg premises, H&S, IT and business processes.

Daily/regular contact with other members of the Children's Centre Service to provide information and advice on areas of responsibility.

Regular contact with Senior Managers to provide/receive information and line management support.

Regular contact with staff from other SCC services and partner/external agencies as needed.

Additional Information: *Anything else which is relevant to the job which is not adequately covered elsewhere.*

None.

Knowledge, Skills and Experience: (To be completed by the Line Manager) *The minimum general education standard, qualifications, training and level of experience required by the job holder to be fully effective in the job. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.*

The post holder would require/or be working towards an HNC/HND or equivalent level qualification and/or have relevant office experience, together with financial, including budgets, administrative and ICT experience. A knowledge and understanding of Children's Centres and SCC policies and processes relating to the various areas of responsibility, eg finance, HR, administration, premises management, H&S, data protection and ICT, would also be desirable.

The post holder would be required to obtain a knowledge and understanding of Children's Centre policies, procedures, statutory requirements and operational framework as set out by Children's Services and the DfE.

The post holder is expected to keep up to date with changes to policy and procedure that affect the areas of work they are responsible for and the Children's Centre Service in general.

The post holder would need a knowledge and understanding of the eStart system and it's use within Children's Centres, good IT skills, be a confident user of MS Outlook products, particularly Excel (for budget work) and a confident user of SAP, including finance/MSS/ESS and the internet.

The postholder must be able to produce timely budget reports, based on pre-defined budget templates, identify and resolve inaccuracies and anomalies and use spreadsheets, as appropriate, to support the budget monitoring process.

The postholder requires organisational skills and the ability to prioritise their own workload.

An ability to assimilate, analyse and recommend improvements to administrative procedures in order to continuously upgrade systems and procedures, taking into account relevant national or local changes as necessary.

Excellent written and verbal communication and the ability to communicate well with colleagues, staff from partner agencies and members of the public. Must possess tact and diplomacy, be a good team player, have the ability to use initiative and have a flexible and adaptable approach.

The postholder would need to undertake Basic Safeguarding Awareness Training.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder:Date:

Line Manager: Date:

Designated Senior Manager: Date:

November 2013