



Job Description

Job Title	Schools Finance Business Partner
Directorate	Finance and Resources
Service Area	Finance
Grade	10
Competency Level	2
Salary	£51,576 - £56,951
Job Type	Agile
Location	City Wide
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	

Job Purpose

- To lead on the provision of technical financial advice, support and assurance to schools, colleges and other education settings and support services
- To lead on the scheme for financing maintained schools, financial standing and the funding framework for schools including the development of the schools funding formula; ensuring that the Council is able to fulfil all of its statutory duties in relation to financing and funding of Schools, Early Years providers and central Education provision



•To contribute towards the achievement of mayoral priorities, Council Plan objectives and those of the Finance and Resources Directorate

Directly Responsible For:

N/A

Directly Responsible To:

Assistant Director Finance

Main Areas of Responsibility:

- Lead in developing and implementing changes in the funding formula for schools, providing reports, consultation and advice on financial models and implications of national policy and legislative changes to the Council and to schools, colleges and other education settings.
- To carry out the Authority's statutory role in relation to school financing and budgets in line with the Scheme for Financing Schools and national funding formula regulations and guidance. To include preparing school budget shares (indicative and final), ensuring that schools prepare and submit balanced budgets within the agreed timeframe and ensuring that schools submit accurate term returns.
- Lead on a robust system to evaluate financial management in schools to include:
 - Ensure that schools are appropriately challenged on the robustness and sustainability of their financial standing;
 - Monitoring of schools accounts to provide an early warning of schools moving towards financial difficulties and to work proactively with individual schools facing budget difficulties to offer advice, support and challenge; including where necessary the management and/or contribution into an intervention strategy;
 - Administer Liverpool's Scheme for Financing Schools including advising on the agreement of licensed deficits, banking arrangements and financial controls
 - Ensure school staff and governors are offered training in financial management and the operation of appropriate finance software;



- ensure that financial regulations and appropriate accounting Codes of Practice are adhered to by schools in order to ensure compliance with relevant standards;
 - maintain a review of school debts and ensure a robust system of recovery is in place to collect any sums owed by schools to the Council; and
 - a review of the financial systems used in schools to ensure systems are fit for purpose.
- Provide specialist financial advice on complex technical issues with significant financial implications for the Council and schools, colleges and other education settings and support services.
 - Provide finance lead to the wider Academisation of maintained schools including the final reconciliation and closedown of school balances on transfer.
 - To provide support to the effective management and delivery of the Education Capital Programme including the monitoring of both capital expenditure and sources of funding including grant use.
 - To prepare high quality information to enable schools and the Council to plan and to benchmark costs of services. To provide benchmarking and other statistical information to Government departments and other agencies as required.
 - Supporting the Assistant Director Finance to ensure that the budget is prepared, the accounts are closed and in the preparation of grant claims and other returns in relation to school financing (e.g. Section 251 Budget and Outturn Statements), ensuring that these are accurate and completed in accordance with the appropriate procedures and respective timescales.
 - Develop, implement and maintain corporate information systems and processes for effective prioritisation, management, monitoring and reporting of financial performance of schools; including an ongoing review of developments in SIMS or alternative software packages.
 - To ensure maintained school accounts (as captured locally on SIMS and alike) are reconciled to the Councils accounts in a timely and effective manner; through operation of automated reconciliation software.
 - Attendance at Liverpool Schools Forum, key sub-groups and schools governing body meetings; possibly during unsociable hours as required.
 - Deputise for the Assistant Director Finance as may be required, making decisions and taking appropriate action without direction.



- Responsible to the Assistant Director Finance for the matrix management of the Education and Children's Finance Team including when necessary the allocation of work, monitoring of workloads, performance management to ensure effective and efficient delivery of financial management and support to service managers and schools.
- Liaise with the Director of Education, wider Leadership Team and School Improvement Liverpool to ensure that the support to all schools is coordinated and effective.
- Liaise with External and Internal Audit to ensure that any audit issues relating to schools finance, grants and other areas of responsibility are addressed.
- Effectively manage the physical resources required to deliver the job purpose, including accommodation, equipment, systems and IT, contributing to the implementation of new technology.
- Lead by example and demonstrate a commitment to the Council's Values and Behaviours; initiate and develop strong working relationships both internally and externally. Be open to change and constructive challenge in order to improve the service and personal performance.
- Create a positive learning and working environment through, mentoring and coaching of staff and through the identification of training and development needs.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

Supervision and Management Responsibility:

None



Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance and deliver within budget.
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies.
- Explores different options for funding and income generation.
- Include details of the value of budget/financial responsibility and what this budget should be use for.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

None

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.



- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A recognised professional accounting qualification (e.g. CCAB or equivalent) (A, I)

Desirable

- Evidence of continuing professional development related to one or more aspects of Financial and Management Accounting, which reflects commitment to effective management in large organisation

Experience

Essential

- Experience at a senior level in a large, complex organisation in a financial management role, including financial planning, external funding and in the development of financial strategies (A, I)
- Substantial experience in schools finance including Fair Funding formula, Scheme of Delegation to Schools and consultation thereof (A, I)
- A track record of providing strategic and technical financial advice to senior management and Elected Members (or equivalent in an alternative public sector environment) (A, I)



- Experience and the ability to prepare both Revenue and Capital budgets and final accounts within a framework of recognised accounting standards (A, I)

Desirable

- Experience of developing and implementing policies, practices, and procedures in line with current government legislation, national best practice and local priorities
- Experience of staff management and supervision in a financial environment, including monitoring, controlling, and reviewing the use of resources in an environment of financial constraint
- Good understanding of governance processes and experience of managing politically sensitive issues
- Knowledge of the political, managerial, and financial issues currently facing schools and related education support services
- Knowledge of the legislative framework relating to the provision of services within a local government environment

Skills/Abilities

Essential

- Highly developed analytical skills capable of interpreting and modelling complex information to support decision making (A, I)
- Ability to communicate persuasively, articulate in speech and in writing and adapt appropriately to different audiences, use influencing and negotiation skills effectively (A, I)

Desirable

- Ability to lead and motivate staff and develop a team culture



- Strong project management skills
- Ability to work in a multi-disciplinary team environment representing the finance and other corporate functions at senior levels within the organisation and with external agencies and partners
- Demonstrable political awareness and an understanding of public accountability
- Ability to think creatively and innovatively and the enthusiasm and skills to plan and deliver change and continuous improvement in services
- Be motivated and enthusiastic with a high level of emotional resilience, ability to work effectively under pressure, set and meet targets and deadlines

Commitment

Essential

Desirable

- Commitment to and awareness of the issues involved in securing safe working environments
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This role may require working outside normal hours and regular travel to schools and other settings



Desirable

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