

JOB DESCRIPTION

POST TITLE:	Finance & Systems Manager-Leisure Services
GRADE:	14
DIVISION / UNIT:	Leisure/ Leisure Insourcing
DEPARTMENT:	Environment and Leisure
REPORTS TO:	Head of Leisure Insourcing

PURPOSE OF THE JOB

To provide the department lead on financial management of the Leisure Insourcing Service, utilising accounting and finance expertise to manage a sound, robust and timely finance service, including management of support processes and staff.

To lead on developing, delivering, embedding and championing cyclical and timely strategic and operational budget plans to support success in delivering a commercially viable long term service.

PRINCIPAL ACCOUNTABILITIES

1. Responsible for the development of policies for the service, creating underlying procedures and monitoring their outputs to ensure financial confidence.
2. Responsible for all facets of the financial services required by the insourced Leisure Services Division within the Environment & Leisure Department including but not limited to; budget setting and management, payment functions, management of cost controls, debtor management, payroll function including incentive scheme. Establishment, monitoring and control of divisional, corporate or departmental budgets.
3. To lead the team on contributing to the development of the vision for the operation and delivery of the highest possible standards of service and innovation at the Council's facilities, and increase access to sport and active recreation, creating more opportunities for Southwark residents to enhance their quality of life and health.
4. Responsible for overseeing the management of ICT systems and functions covering, corporate systems, business systems, all applications, digital innovation and service improvement planning.

5. Provision of high quality management information and professional financial advice to management team and senior officers. Provide lifecycle costing & feasibility studies to meet the current and future needs of the service.
6. Lead on the provision of financial, performance reporting and detailed management accounting information including interpreting and preparing briefing notes on new, current or existing accounting issues.
7. Responding to requests for information from Divisional Management team members, Departmental Finance Manager, corporate finance officers, external organisations and the public.
8. Responsible for the management and development of Finance and ICT related staff including objective and target setting, performance management, the delivery of work plans and continuous professional development. Oversee management of staff recruitment, training and development, induction.
9. Ensure compliance with contract cost control requirements, target costs, contractual processes for valuing, compensation event management and elevating issues where necessary and appropriate.
10. Work collaboratively with managers in the division and elsewhere to ensure consistency of approach on financial aspects of contract and project management. Providing expert advice on service delivery economics.
11. Lead on ensuring effective reporting, governance and compliance of financial and administrative management arrangements. Improve the financial governance of schemes, projects and contracts by improving the accuracy and consistency of reported financial data. Working with divisional managers to ensure the trading accounts are efficient and delivering a surplus.

JOB CONTEXT / REPORTING to :

The role is responsible for ensuring the council continues to provide excellent quality leisure services for our residents in the future and in accordance with the relevant council strategies, Fairer Future Promises, council plan targets and Southwark Stands Together values – the Council's commitment to addressing racial inequality.

The role will play a key role in delivery of a digital modernisation programme to support delivery of services and contribute the eco system for reduction in carbon emissions

The Leisure Division sits within the Department of Environment and Leisure, which is responsible for the day-to-day management of parks and open spaces, trees, sports and leisure, cemeteries, youth and play, highways, roads, parking, refuse collection, street cleansing, culture and libraries. It also looks after public health, trading standards and consumer safety.

The Council Plan sets out the council's commitments across six themes. The Environment & Leisure Department supports or leads on a number of these:

- A place to call home
- Climate Emergency
- A green and fair economic renewal
- Tackling health inequalities
- A great start in life
- Southwark Together

REPORTS TO: Head of Leisure Insourcing

SUPERVISES: Divisional Accountant, Technology Project Manager and Technology Business Analyst, Administration & Contracts Manager.

FINANCIAL RESPONSIBILITIES: Management of revenue budgets relating to operation of facilities circa £8 million pounds.

Management and monitoring of revenue and capital budgets including the implementation and delivery of financial strategies for the service; ensuring resources are in place to comply with all Health and Safety legislation and delivery of the service in line with the Services Specification and that corporate standards are adhered to throughout

The preparation of documents for the provision of services, including the identification and management of risk; monitoring of the performance of the Leisure Centres and reporting as necessary to the Head of Leisure Insourcing.

CONTACTS:

Council

Frequently represents the Council within external partnerships, meeting contractors, responding to external enquiries, meeting external agencies, working with the community and general public; and with consultants and contractors.

Division

Represents the Division in corporate groups when commissioning services or coordinating activities with other Divisions. Frequent contact with other team members in matters relating to the delivery of the operation of the facilities. Deputises for the Head of Leisure Insourcing where appropriate.

The position is one of three posts that report directly to the Head of Leisure Insourcing, together with the Leisure Commercial Manager and the Leisure Support & Systems Manager.



Southwark Council values: Treating residents as if they were a valued member of your own family | Being open, honest and accountable | Spending money as if it was your own | Working for everyone to realise their own potential | Making Southwark a place to be proud of | Always work to make Southwark more equal and just | Stand against all forms of discrimination and racism

Grade/Conditions of Service

Grade 14

36 hours per week including some out of hours working when required.

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

	Essential (E)	How assessed (S/ I/ T)
Knowledge, including educational qualifications:		
1. Qualified Accountant	E	S/I
2. Extensive knowledge of planning, setting, control and monitoring of budgets within set allocations.	E	S/I
3. Knowledge of public sector finance standards, approach and constraints.	E	I
4. Knowledge of financial modelling and job costing and its application in management accounting	E	I
5. Knowledge of ITC applications in a customer facing service.	E	I
Experience:		
6. Extensive experience in : <ul style="list-style-type: none"> • Financial Governance • Financial Planning • Financial Decision Making • Financial Monitoring and Forecasting • Financial Reporting 	E	S/I
7. Strong evidence of collating, analysing and presenting timely financial information to a senior management audience.	E	I
8. Strong evidence of developing and implementing finance strategies, systems, policy and procedures incorporating a risk management approach.	E	I
9. Evidence of staff and team management including objective setting, performance and output management.	E	S/I
10. Experience of financial modelling and job costing and its application in management accounting.	E	S/I
11. Experience of leading, presenting and briefing on specific finance related projects.	E	I
12. Experience of managing a HR systems	E	I
13. Experience of managing ITC functions covering corporate systems, business systems and applications.	E	I
Aptitudes, Skills & Competencies:		
14. Ability to use Microsoft products, in particular Excel to an advanced level.	E	I
15. Ability to lead and motivate staff, to act as a coach and mentor, and to provide strategic direction to a project / work group.	E	S/I
16. Ability to communicate both verbally and in writing, and to adjust communication style and content to meet the needs of the audience.	E	I

17. Abilities to formulate practical solutions to problems given the constraints of the situation.	E	I
18. Ability to make well-reasoned decisions based on available information, within given timeframes.	E	I
19. Ability to plan, prioritise and organise workload to meet required deadlines.	E	I
Special Conditions of Recruitment:		
Comply with and promote the Council’s Equal opportunities policy.		
Required to work weekends and evenings to meet needs of the service.		

Key: **E** Essential **S** Shortlisting criteria
 I Evaluated at interview
 T Subject to test