

**Job Description**

|  |  |
| --- | --- |
| **Job Title:** Head of Finance | **Service Area:** Finance |
| **Grade:** SMR B | **Job Number:** 003 |
| **Date last updated:** New Post | **Date of last evaluation:** 05.03.2020 |

|  |
| --- |
|  |
| Our purpose is to advance children and young people’s education and improve the lives of all members of the community. We provide solutions that free up leadership time allowing schools to concentrate on teaching and learning through a one-stop shop for school services. Providing flexible and bespoke support for schools' Education ICT, HR, Governor Services and School Management.  All NPW employees are expected to deliver high performance, be focussed on continuous improvement and development, work flexibly, and be customer focussed. |

## Job Context

* Post holder reports to Chief Executive Officer
* Line management of to 2 staff
  + Financial responsibility for direct NPW budgets of £7m and operating oversight for NPW’s role with London Borough of Newham budgets of £144m.

## Key Measures

* To act as principal financial advisor to NPW and provide leadership of its finance function.
  + Delivery of all corporate financial reporting requirements in accordance with the scheme of delegation
* Manage and Implement new finance related projects

## Key Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

**Strategic Leadership**

1. To function as a supporting member to the senior leadership team supporting colleagues in the governance of NPW and the delivery of NPW’s aims and objectives
2. To support the Chief Executive Officer in the development and the external promotion of NPW so that it achieves its aims
3. To prepare reports for NPW Board and Committees
4. To contribute to the strategic planning, management and performance monitoring of NPW
5. To lead designated company projects and/or provide expert professional advice on company projects
6. To allocate resources in line with NPW’s requirements, standing orders and the effective management of risk including business continuity planning
7. To identify and implement NPW’s legal, statutory and regulatory obligations
8. To contribute to policy development and implementation across NPW
9. To create and foster a working environment for all NPW employees which (a) promotes employee engagement (b) provides scope for personal development and (c) enables NPW to recruit and retain a highly motivated and productive workforce
10. To deputise for the Chief Executive Officer as required in their absence providing effective leadership of NPW and the achievement of NPW’s overall objectives and priorities
11. To abide by NPW’s schemes of delegation, standing orders and governance arrangements in particular to represent the Chief Executive Offiicer on delegated NPW matters
12. To develop and provide a clear sense of direction, aspiration, development and purpose.

**NPW Service Leadership (Provided to NPW)**

1. To be NPW’s lead finance professional and principal source of expert advice on financial matters including the application of law, policy, best practice and organisational change.
2. Specifically, be responsible for:

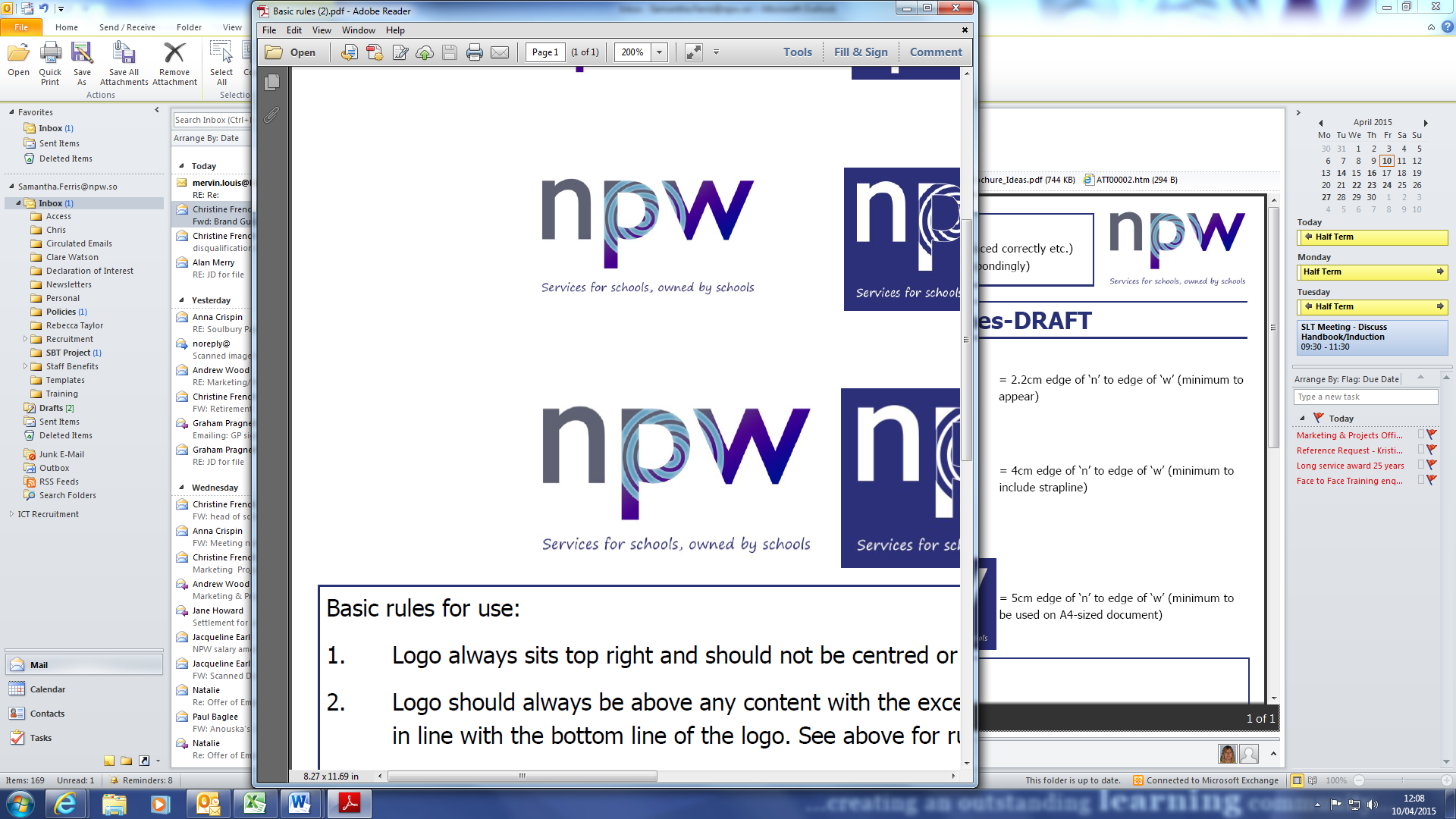
* Financial planning and preparation of budgets for future years
* Development and review of financial policies, procedures and financial scheme of delegation
* Writing and presenting reports for SLT and directors on financial matters
* Management of relationship with NPW’s accountants and bank, ensuring NPW’s reputation is maintained
* Responsibility for relationship with HMRC, ensuring that NPW is fully compliant with all legal requirements
* Completion of monthly budget management reports; challenge to service heads, completion of figures, provision of commentary, scrutiny of monthly balance sheet and resolution of queries
* Development of and implementation of investment policy
* Oversight of auditing and relevant financial risk management procedures, ensuring regular monthly checks are completed
* Advice with regard to balances and contingencies and costing of proposals
* Conducting financial appraisals for NPW e.g. new business opportunities, procurement excercies
* Advising SLT on the implications for NPW of national changes to financial/tax policy
* Review and application of debt recovery procedures
* Establishment and maintenance of cash flow forecast
* To review, report and manage financial associated risks in order to safeguard the reputation of

NPW

* To translate NPW’s legal, statutory and regulatory obligations into effective finance practice
* To lead on key aspects of the development, implementation and review of NPW’s financial structure, the finance annual work plan and performance indicators
* To lead on the financial aspects of NPW’s pensions arrangements, including liaison with the relevant bodies.
* To lead projects to meet NPW’s objectives providing expert advice as required
* To manage staff allocated to the finance service including recruitment, developing KPIs, performance monitoring and improvement, staff development and appraisal etc.
* To prepare and manage budgets allocated to the finance service
* To investigate, review and optimise business and operational functionality to continuously improve finance strategic capabilities within the organisation.
* To ensure that NPW’s finance and related policies and practices are up to date, relevant and fair in the current business environment and that NPW’s finance service is managed in line with good practice
* To follow NPW staff policies, codes of conduct and practice and ensure compliance with employment and equality legislation and good practice

**External Representation**

* To be the principal ambassador for NPW on finance and related matters, engaged in promoting the NPW brand and public profile
* To seek opportunities to grow the business by identifying and exploiting business opportunities
* To provide support for bids and negotiations to obtain new business
* To build sustainable and mutually beneficial partnerships with Newham Council, head teachers, governors and unions and outsourced partners who support the day to day NPW service
* Through personal example, promote the values and behaviours that underpin NPW

**Person Specification**

|  |
| --- |
| **SAFEGUARDING** |
| We are committed to safeguarding and promoting the welfare of children and young people. All employees are expected to share this commitment by ensuring that safeguarding procedures are followed in the course of their work. |
| **EQUALITY AND DIVERSITY** |
| We are committed to and champion equality and diversity in all aspects of employment with NPW. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. |

**Key criteria**

|  |  |
| --- | --- |
| **Criteria** *E = Essential, D = Desirable* | |
| **Skills and Abilities**   * High focus on detail and accuracy * Ability to convey complex financial matters to service managers * Ability to develop systems and policy that appropriately balance financial risks and   business responsivness4   * Ability to translate ideas and strategy into operational plans, ensuring both delivery and * high quality services * Ability to develop new business opportunities * Policy and formulation skills for an organisation of similar size and complexity * Ability to raise and maintain the quality of customer service * Skills in identifying problems, developing options and making decisions * Ability to recruit the right staff to technical positions * Ability to prioritise and work under pressure while appropriate delegating appropriately. * Ability to use ICT personally and understand the part it should play in a services   success |  |
| **Experience**   * Experience of liaison, negotiation and consultation, internally and externally * Experience of successfully manage significant change * Extensive experience of financial management and associated ICT systems * A consistent track record as an effective team player * Significant experience within finance including budget setting * Experience of financial planning * Experience of creating and implementing internal financial controls and procedure * (including regular reporting) * Experience of developing financial systems and process to improve business   effectiveness   * Experience of working with schools, academies and other education providers * Experience of SAGE | E  E  E  E  E  E  E  E  D  D |
| **Qualifications**   * Qualified Accountant ACCA, CIMA, ACA | E |
| **Knowledge**   * Detailed knowledge and understanding of financial management process and private company accounting * Knowledge of strategic, financial and operational planning * Knowledge of current legislation, regulations and Government policy affecting the   provision of education services | E  E  D |
| **Personal Attributes and Other Requirement**   * Passion for and positive commitment to providing high quality services to clients * Commitment to promote and work within the values of NPW, including equality of opportunities * Politically adept, able to demonstrate credibility and earn respect while dealing with stakeholders including Newham Council, head teachers, governors and unions * Able to work both on own initiative and collaboratively * Able to be authoritative yet willing to take account of the views of others and be responsive to them * A creative approach to solving problems combined with integrity and discretion * Able to demonstrate the energy, mental stamina and patience to cope with the considerable demands of this post * Able to travel and work flexible hours, including evenings and weekends |  |

**Core Competencies**

The framework has various levels within each competency to make it relevant for all grade of employee. The table below details the competencies and levels that are required for this post. Please refer to the NPW Competency Framework, for the full criteria for each competency and level.

|  |  |  |
| --- | --- | --- |
| **Competency** | **Level** | **Description** |
| Customer Care and Service Delivery  Understanding the needs of the customer and prioritising to ensure customer satisfaction. | 3 | * Uses internal and external measures to identify shortfalls in customer service and quality and then acts on the information * Develops innovative practices and services that ensure a customer driven service * Tries to match business strategies to current and emerging customer needs * Anticipates potential problems and takes pre-emptive action |
| Collaborative Working  Working with and understanding the roles of internal staff / service and external agencies. | 3 | * Tackles conflict within the team, trying to balance team and individual needs * Proactively develops relationships with customers, colleagues and external organisations, ensuring frameworks are in place to achieve outcomes * Shares resources for the benefit of the wider organisation * Encourages teams during difficult or challenging times * Uses ideas from team members to improve ways of working |
| Seeking Excellence  Identifying potential for improvement in our own service area and NPW as an organisation. | 3 | * Seeks ideas and inspiration from sources inside and outside of the organisation * Evaluates own and other performance, giving and implementing feedback to improve * Encourages others to look at issues from varying perspectives * Identifies, implements and measures efficiency |
| Communication and Relationships  Ability to work effectively with other people via difference methods, both inside and outside of NPW, building and promoting effective working relationships. | 3 | * Uses appropriate communication channels to keep people informed and promote understanding * Adapts the method and style of communication to suite changing circumstances and needs * Identifies and overcomes barriers to communication * Builds partnerships both within and outside of the organisation * Encourages openness and clear communication with others by role-modelling it |
| Achieving Results  How well we reach our individual objectives and deadlines, dealing with obstacles to ensure completion. | 3 | * Takes personal responsibility for the performance of their team * Makes a significant contribution to the wider objectives of the business * Achieves results through effective management of self and others * Identifies and manages risk * Deals with poor performance of others before it becomes critical * Sets demanding but achievable objectives |

**Specific Competencies**

|  |  |  |
| --- | --- | --- |
| **Competency** | **Level** | **Description** |
| Forward Planning  Having a clear plan for achieving objectives and monitoring progress | 3 | * Takes account of conditions both inside and outside of the organisation, and adapts to the changing needs * Considers budgets when planning projects * Incorporates strategic and/or longer issues in plans * Puts contingency plans into place to cope with any potential problems * Uses appropriate range of tool and techniques to plan and manage projects |
| Financial and Resource Management  Managing the resources or budget available, ensuring that we keep within agreed limits and use this to the best effect. | 3 | * Reporting over/underspends and proposing appropriate actions to avoid/prevent these * Ensure all decisions take financial consequences into account * Shows an in-depth understanding of financial strategy and finance regulations * Looks for ways to work with others, both internally and externally, to minimise costs and increase income |
| Business Awareness  Understanding the direction and strategic plan for our service area and NPW as an organisation. | 3 | * Looks for ways to collaborate with or support other areas of the business * Shows an in-depth understanding of the long term business strategies * Develops networks internally and externally to get regular and up to date information |
| Leadership and Development  The ability to lead and inspire others, helping them to develop and hone their skills. | 3 | * Encourages sharing of skills within and across teams * Inspires, encourages and supports others * Assess and plans to meet organisational skill and capability gaps * Inspires commitment and a shared sense of purpose across the team / service * Promotes continuous improvement and value for money in all activities |