

The Finance Manager role will be across various department, below are the departments and what the responsibility of the Finance Manager assigned there will be.

Children's & Education (x 2)

The Schools Finance Manager is responsible for the financial management of budgets within the Children's Services & Education Directorate, including education funding, including school budgets, the Dedicated Schools Grant, High Needs funding, financial planning, statutory compliance, and providing expert financial advice to schools and senior leaders to ensure resources are used effectively to improve educational outcomes while maintaining financial sustainability.

This includes:

- Administration, calculation, and timely allocation of DSG and other school grants to schools and completion of related statutory grant returns
- Preparation of annual DSG budgets and presentation at Schools Forum
- Modelling the financial impact of funding changes pupil number fluctuations and policy developments
- Preparing reports for school's forum and senior leadership
- Monthly monitoring and reporting of the DSG budgets including SEND.
- Supporting schools with yearend processes and closing of accounts
- Ensure compliance with local government finance regs.
- Meeting with budget holders to provide financial business partnering support for planning, decision making, and monitoring.

Adult Social Care

The Adult Social Care Finance Manager role includes the following key areas of responsibility:

- Lead and co-ordinate the monthly budget monitoring, including the updating of trackers and Key Performance Indicators to strengthen financial control, inputting into the monthly management reporting, and delivering the monthly forecast position to the Directorate Leadership Teams.
- Co-ordinate grant returns across the team, ensuring timely, accurate and consistent submissions.
- Support with the Medium-Term Financial Strategy including developing robust financial models alongside the Strategic Finance Manager.
- Lead and deliver statutory returns, including ASCFR and Use of Resources, as well as supporting with council-wide submissions such as Revenue Outturn (RO) and Revenue Account Budget (RA).
- Maintain strong Integrated Care Boards (ICB) partnership links, leading on Better Care Fund performance reporting and reconciliations.
- Lead and develop Adult Social Care Financial Analysts through focused supervision and annual appraisals.
- Represent and deputise for the Strategic Finance Manager at key meetings, including Directorate Leadership Team, Strategic Finance Manager Meeting, and

regional networks such as the Association of Directors of Adult Social Services (ADASS).

- Any other duties as required.

Housing

HRA FM - The role reports to the Strategic Finance Manager (SFM) and will specifically provide financial input into:

- The Housing Revenue Account (HRA) 30-year HRA Business Plan, ensuring the ringfence is correctly maintained.
- Annual rent and budget setting
- HRA capital programme
- HRA and other elements of the statement of accounts and notes.
- Supporting the HRA monitoring, forecasting, variance analysis, and performance insight throughout the year.
- Leaseholder charges process.

Public Health, Public Protection, Engagement, Communities and Planning

The role reports to the Strategic Finance Manager (SFM) and will specifically provide financial input into:

- Public Health, Public Protection
- Engagement and Communities
- Planning
- Building Control
- Economic Development & Prosperity Fund
- REP Management
- This will include significant elements of grant and S106 accounting, particularly for Public Health and ensuring the appropriate ringfencing is maintained.

Corporate Resources

The role reports to the Strategic Finance Manager (SFM) and will specifically provide financial input into:

- Financial advice and budget management for the Property and Revenues & Welfare services.
- Strong budget monitoring, budget alignment exercises supporting the MTFS and clear financial guidance.
- For Property, budget monitoring will include monitoring rental income and ensuring the forecast best reflect the disposals plans within the council.
- For Revenues & Welfare Services, clear modelling of the net housing benefit position & strong communication around the associated risks in that area will be key.
- The role will include all aspects of day-to-day budget management, monitoring, setting, and closedown for the services.