

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Finance Team Leader (System)

Vacancy ID: 008741

Salary: £34,538 - £37,306 Annually

Closing Date: 29/04/2018

Benefits & Grade

Grade M (Pay Award Pending)

Contract Details

Permanent

Contract Hours

37 hours per week

Job Description

Xentrall Shared Services is a ground breaking public/public partnership between Stockton-on-Tees and Darlington Borough Councils. A wide range of support services are delivered to Councils, Schools and Academies by the teams in Xentrall HR and Payroll, Finance, ICT and Design and Print. We pride ourselves on delivering high quality customer focussed services and provide a great environment to work in.

This role is key to the successful delivery, development and support of the finance system to Darlington and Stockton Councils and a large and complex external customer base in respect of their day to day activities and service improvements and efficiencies.

To apply for this position you need a graduate level qualification and/or the equivalent level of knowledge and experience gained through substantial demonstrable direct work experience.

You must have extensive experience of working with ICT and Finance systems at a senior level and have proven ability in project managing the implementation and development of a finance system and in writing sequel reports. You must also be able to demonstrate you have the skills needed to collaborate well with customers and help them to achieve their business goals.

Experience of leading and motivating a team to maximise knowledge and outputs is key to the role and to ensuring we deliver and meet customer expectations.

In return as well as giving you the opportunity to support and develop the finance system to meet future needs we offer a friendly, flexible, professional and modern working environment where individual effort and teamwork are recognized and appreciated both by colleagues and customers alike. This post offers the opportunity to work flexi-time however some occasional out of normal business hours working will be required.


For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Melanie Bindeman, Xentrall Finance Manager, on (01642) 528208

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

		JOB DESCRIPTION	
Directorate: Xentrall Shared Services		Service Area: Xentrall Finance	
JOB TITLE: Finance Team Leader (System)			
GRADE: M			
REPORTING TO: Xentrall Finance Manager			
1.	JOB SUMMARY: To be responsible for maintenance, support and development of the Business World On Finance Systems and delivery to the internal and external client base		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	To work alongside suppliers, Finance Teams, Academies and key stake holders to ensure the effective and efficient implementation, development and operation of the finance systems.	
	2	To fully embrace a customer focussed approach to all aspects of the business, putting customer satisfaction first.	
	3	To manage and coordinate the Xentrall Solutions and Agresso Support Teams and workloads including performance monitoring.	
	4	To develop working practices / knowledge transfer within Xentrall Solutions and Agresso Support to ensure that knowledge across the modules is maximised within the teams and that all modules/processes can be fully supported by team members. Staff management including undertaking appraisals and drawing up personal development plans.	
	5	To provide support to the Xentrall Finance Manager in the project management and implementation of software upgrades and new system configuration and functionality with minimal disruption to the business and users across the client base.	
	6	To be responsible for ensuring the implementation and testing of software releases from the software provider are controlled and that change control is documented in detail as part of user acceptance testing and dry runs.	
	7	To take the lead in the delivery of key tasks relating to new client builds, year-end, closure and rollover of accounts for both internal and external clients and requiring working outside of normal business hours.	
	8	To interpret service outcomes and assist in the identification of improvements and enhancements to the Finance systems and associated processes to most appropriately deliver those outcomes.	
	9	To manage access to the test system ensuring testing is documented and regular live to test copies are scheduled.	
	10	To ensure customer requirements are met when writing, producing and analysing reports and management information.	
	11	To assist in the co-ordination of User Acceptance Testing, and the development and	

		delivery of user and customer training
	12	To lead post implementation reviews and document lessons to be learnt for future implementations.
	13	To proactively promote and demonstrate the system to external clients and identify commercial opportunities whenever possible.
	14	To ensure the system complies with appropriate data protection requirements and financial regulations.
	15	To assist in communication with suppliers, users and ICT in relation to the finance systems
	16	To be a member of the Xentrall Shared Services Leadership Team and contribute to organisational development initiatives
	17	To ensure queries, issues and complaints raised by customers / users are progressed through to resolution by taking full ownership and maintaining effective communication with relevant parties including escalation if required.
	18	To attend team leads meetings and provide update reports to the Xentrall Finance Manager.
	19	To deputise for the Xentrall Finance Manager as required.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	Team Leader (System and Business Development)	Grade M
Directorate / Service Area	Xentrall Shared Services	Xentrall Finance
Post Ref:	30895	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Graduate level qualification and member of relevant professional body or the equivalent level of knowledge gained through substantial demonstrable direct work experience</p> <p>Prince2 Practitioner or equivalent demonstrable experience</p>		Application form
Experience	<p>Extensive experience of working with ICT and Finance systems at a senior level.</p> <p>Experience of implementing Finance systems (ideally Business World On)</p> <p>End to end project management from conception to go live</p> <p>Management of large scale IT projects</p> <p>Experience of designing and overseeing testing</p>	<p>Experience of supplier management</p> <p>Experience of determining the outcomes of a project and delivering the build and transformation aspects to deliver the outcomes</p> <p>Experience of co-ordinating strategic and operational resources.</p> <p>Experience of working with and delivering services to Academies</p>	Application / Interview

	<p>activities</p> <p>Stakeholder management and engagement</p> <p>Experience of leading and motivating a team</p>	Experience in the development of training processes / packages	
Knowledge & Skills	<p>Strong analytical skills and approach</p> <p>Team Leadership Skills</p> <p>Influencing skills</p> <p>Communication skills</p> <p>Data protection legislation</p> <p>Accounting / Financial Regulations</p> <p>Report writing skills</p> <p>Presentation skills</p> <p>Commercial awareness</p>	<p>Knowledge of workflows</p> <p>Problem solving skills</p> <p>Excelerator / sequel knowledge</p>	Application / Interview
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.