Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** School Funding and Business Relationship Manager | **Directorate:** Children’s Services | | | **Office Use** |
| **Band:**  9 | **Workplace:** County Hall, Morpeth | | | **JE ref:** 1982  **HRMS ref:** |
| **Responsible to:** Education and Skills Business Manager | **Date:** 01.12.18 | | **Manager Level:** 3 |
| **Job Purpose:** To manage the Dedicated Schools Grant and its distribution amongst schools, Private, Voluntary and Independent (PVI) settings and other budget holders, and manage the business relationship between the Council and schools. | | | | |
| **Resources** | Staff | | School and Support Services Officers and team | |
| Finance | | | Planning, setting and monitoring budgets to the value of £230m | |
| Physical | | | Data related to budget. Allocated office equipment | |
| Clients | | | Headteachers, School Governors, PVI providers, DfE. | |
| **Duties and key result areas:**   1. Leading on the planning, allocation and monitoring of the overall Dedicated Schools Grant (DSG) in conjunction with the Schools Forum. Act as lead officer for all the work of the Schools Forum. 2. Lead on the development of the formula for funding schools and PVI settings in accordance with the multi-year budgeting process, and on communicating the Council’s proposals to ensure clarity and understanding of all funding issues. 3. Manage, and deal with the precise detail of, the calculation and distribution of budget shares and other grants to schools and PVI settings, as well as DSG recoupment for Academies. 4. Manage a range of centrally retained DSG budgets, as well as taking overall responsibility for managing the DSG as a whole. 5. Working in collaboration with the Corporate Director of Finance, take the strategic lead on the approach to schools and PVI settings in financial difficulty, including management of deficit budgets, the Loans Scheme and excessive balances. 6. In conjunction with the Schools Forum and the Corporate Director of Finance, develop and maintain the Scheme for Financing Schools. 7. On behalf of the whole Council, strategically manage the business relationship with schools, including the development of SLAs with schools and of services for Academies to purchase. On behalf of the Children’s Service’s Group, manage the business relationships with all external service providers. 8. Manage specific services to schools, including Devolved Formula Capital, Supply Insurance Schemes and other SLAs delivered by the team. 9. Manage a range of specific services to the whole of the Children’s Services Group, including Health and Safety and office accommodation. 10. Act as point of contact for the Group with Internal Audit.   The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Physical requirements:  Transport requirements:  Working patterns:  Working conditions: | | None.  Visit sites throughout the County related to the work of the Directorate.  Flexi hours plus a requirement for lone working and the need to work late on occasions. Significant peak in workloads relating to school budget setting and financial year end.  Post is mainly office based, but with need to attend off-site meetings. | | |

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**PERSON SPECIFICATION**

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| **Post Title:** School Funding and Business Relationship Manager | **Directorate:** Children’s Services | Ref: 1982 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Knowledge and Qualifications** | | | |
| * NVQ Level 5 or equivalent standard of general education and/or a recognised professional qualification. * Business Planning. * Accounting Cycles. * Budget Management. * In-depth knowledge and understanding of legislation and procedures around Local Management of Schools and Fair Funding. * Detailed knowledge and understanding of how schools operate on a day-to-day basis. | * Management degree or post-graduate diploma e.g. DMS/MBA * CCAB Accountancy qualification and current membership * Association of Accounting Technicians (AAT) qualification and current membership | | (a)  (i)  (t) |
| **Experience** | | | |
| * Significant experience of working in a finance/resource management function in an Education/Children’s Services Directorate. * Experience of working in an environment (public or private) where performance management is a key priority to delivering business success. * Experience of managing a large team. * Experience of working with schools and a range of public and private sector organisations. * Experience of developing and managing customer management relationship systems. * Experience of managing external funding grants. * Experience of designing and managing business processes. | * Experience of managing public sector procurement exercises. | | (a)  (i)  (t) |
| **Skills and competencies** | | | |
| * Excellent communication skills (oral and written) including report writing and presentations. * Excellent ICT skills. * Excellent budget management skills. * Able to establish and maintain high personal and professional credibility with School Governors, Headteachers, Members, employees, Chief Officers, Trade Unions and partners. * Sound organisation skills with a systematic and flexible approach with attention to detail. * Ability to analyse information from a range of sources and draw accurate conclusions. * Excellent Accounting Skills |  | | (a)  (i)  (t)  (r) |

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| **Physical, mental and emotional demands** | | |
| * Ability to develop and sustain relationships with individuals, groups and organisations from a wide range of backgrounds, including good interpersonal and people management skills. * Enhanced periods of intense concentration with frequent interruptions from competing priorities. * Empathy for people working in schools. |  | (a)  (i)  (t) |
| **Other** | | |
| * Strong orientation to customer delivery and desire to tackle issues in a truly corporate manner. * Committed to continuous improvement. * Flexible approach to service delivery. * Willingness to undertake training and development in the post. |  | (a)  (i) |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits