

Job Description and Person Specification



Job Description

Job Title	Financial Operations Manager
Grade	G7
Service	Financial Operations Team – Business Systems and Continuous Improvement
Reports to	Head of Service Business Systems and Continuous Improvement
Location	One Friargate
Job Evaluation Code	Y5618D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

Under the general direction of the Head of Business Systems and Continuous Improvement, lead the financial management processes for the Community Purchasing budgets across Adult Social Care; supporting Heads of Service to improve performance and achieve financial sustainability. To supervise and manage the performance and professional development of Financial Operations Senior Administrators and Financial Operations Support Officers.

Main Duties & Key Accountabilities

Core Knowledge

1. Lead responsibility for developing and implementing robust and effective financial processes and systems for the management of Community Purchasing budgets; ensuring that processes and procedures meet audit requirements.
2. Responsibility for supporting the Heads of Service in managing the community purchasing budgets and the overall activity data for the service; including budget setting, planning, forecasting, projecting outturns for future years, monitoring, evaluating and analysing expenditure and trends, and reporting pressures to Senior Management, alerting the Heads of Service of potential under/overspends in order that corrective action can be taken.
3. To understand unit costs and the link between activity and financial projections.
4. To identify areas where resources are not being used most effectively, highlighting the impact upon financial management, and making recommendations for efficiencies/savings.
5. To ensure that sound processes are in place across the service areas to support data collection, inputting and monitoring of the Community Purchasing budgets.
6. To undertake financial costing work in respect of planned commissioning and operational efficiencies, and to monitor and report on actual efficiencies achieved.
7. To supervise and manage the performance and professional development of Financial Operations Senior Administrators and Financial Operations Support Officers.

8. To take a lead role in the recruitment, induction, training and professional development of Financial Operations Senior Administrators and Financial Operations Support Officers.
9. To supervise the arrangements to pay providers, keeping them under constant review and draw up proposals for the future development of payment arrangements. Support the management of recharges and other funding streams in relation to community purchasing through liaison with partner agencies. Complete grant claims and audit returns in relation to community purchasing income and expenditure.
10. To be proactive in challenging Service Managers and Team Leaders through authorisation and performance management meetings to provide accurate and reliable financial information. To provide training, mentoring, support and guidance to Service Managers, Team Leaders and Financial Operations Senior Administrators in their forecasting and monitoring to ensure financial targets are met and systems are in line with the City Council and Adult Social Care's financial procedures.
11. To advise Heads of Service of any issues/concerns in respect of financial management/budgetary control in relation to the community purchasing budgets across all adult social care.
12. To lead on the development of IT in relation to Adult Social Care (community Purchasing) finance to ensure that the service makes the best use of technology to support financial management.
13. To develop effective working relationships with Support Services i.e. Finance, Human Resources and Digital Services and respond to queries e.g. Freedom of Information requests.
14. To support budget holders in relation to budget development and planning/management of new initiatives relating to Adult Social Care. Developing and utilising systems in monitoring trends and expenditure that will guide development in service delivery.
15. To prepare and present reports to Adult Social Care Management Team.
16. To develop and maintain a detailed working knowledge of all appropriate legislation, regulations, policies and procedures, developing further training for staff as necessary. To participate in team, Directorate and Corporate meetings and training events, and to chair and organise meetings as required.
17. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
Social Care Provider Market Coventry and Warwickshire Partnership Trust Integrated Care Boards	Adult Social Care Social Work Operations Teams Childrens and Education Services Finance Financial Assessments Team Business Systems Team Digital Services HR

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

Financial Operations Senior
Administrators and Financial
Operations Support Officers.

Person specification

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Knowledge	
Of the principles of providing social care to adults and the financial framework in which services are funded and provided	
Service planning and financial planning cycles for local authority Adult Social Care Departments	
Systems for monitoring and managing the financial performance of Adult Social Care	
Payment regimes and processes	
Budgetary Control processes and procedures	
Charging policies, processes and legislation regarding Adult Social Care in line with the Care Act 2014	
Skills and Abilities	
To contribute to the development of, and ensure the maintenance of, financial systems and procedures	
To collect, analyse and manipulate complex financial information and bring together to profile budgets, make predictions and monitor performance	
To produce budgetary control and other reports relating to Adult Social Care	
To use and understand financial spreadsheets	
To build relationships and influence managers and colleagues at all levels in the organisation and in partner organisations	
To plan ahead to set annual financial management programmes, and longer term programmes of 3 to 5 years	
To communicate verbally and in writing with all audiences including senior managers, and present complex issues in a simple and clear format	
To work under pressure and on own initiative	
To manage multiple deadlines and to prioritise competing demands	
To manage and supervise staff	
Experience	
Working with senior managers, providing advice and analysis of complex financial information	

Preparation of Financial Management Information and consideration of implications of information
Meeting deadlines under pressure
Supporting the work of frontline managers and staff
Supervision and Management of staff
Qualifications
GCSE Maths and English
Special Requirements
A DBS will be required prior to commencement in post.

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