



Coventry City Council

Job Description

Job Title:	Business Development and Finance Officer	Job Number:	A5690
Service:	Education Entitlement: Coventry Music	Grade:	6
Location:	Enterprise House (Drapers' Hall Mid 2021)		

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.

Job Purpose:

- Responsible to the Coventry Music Service Lead for the overall administration and financial management of the service.
- Contribute to the development and sustainability of relationships with key organisations, partnerships and stakeholders by providing excellent customer service.

Main Duties and Responsibilities:

1. Maintain a strategic overview of finance for the Service, contributing as a member of the senior management team to the creation of a coherent and co-ordinated Service and to the overall service objectives.
2. Contribute to the financial aspects of the Service plan ensuring alignment to staffing and monitor, authorise and resolve financial queries.
3. Support the profiling, monitoring and forecasting of the Coventry Music budget, ensuring internal charges are actioned and monies recouped from Grants and other sources of income including Arts Council Grant; Service Level Agreements and other external income.
4. To support the Budget Holder by checking Business World and reporting back on significant variations and providing regular briefings to the Leadership Team.
5. Responsible for managing the raising invoices to schools and other organisations dependent on the level of services purchased and ensuring all monies are recouped and profiled income is correct on appropriate Budgets.
6. In conjunction with the Coventry Music Service Lead and senior leaders, manage and continuously develop the performance management systems and ensure that they respond to national, regional and local reporting requirements and provide accurate and timely information for staff to understand their business needs.
7. Prepare plans and performance monitoring reports on the work of the Coventry Music Service in line with internal and external requirements. Advise on actions in response to variances from performance targets and the impact of these.

8. Develop, implement and monitor communication and customer care strategies, ensuring that good communications and customer care are maintained between the Coventry Music Service and all its stakeholders.
 9. Develop and lead the Admin Team within Coventry Music Service in implementing high quality effective, efficient working practices so that an excellent service is provided to internal and external stakeholders.
 10. Ensure that administrative, personnel, financial and IT services and systems within the service meet current legislation and city council based policies.
 11. Maintain up-to-date knowledge, skills and understanding relevant to the role.
 12. Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for: Coventry Music Admin Team

Responsible to: Coventry Music Lead

Date Reviewed: June 2021

Updated: June 2021



Coventry City Council

Person Specification

Job Title:	Business Development and Finance Officer	Job Number:	Y5632D
Service:	Education Entitlement: Coventry Music	Grade:	6
Location:	Enterprise House (Drapers Hall mid 2021)		

Area	Description
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Knowledge:	• Knowledge of services provided by Local Government
	• Secure knowledge of financial and budgetary management and reporting
	• Knowledge of streams of additional funding/revenue in the educational sector
	• Good knowledge of IT packages and databases and a range of office systems and procedures
	• Knowledge of HR procedures and policies
	• Knowledge and understanding of the role and impact of customer service including complaint management

Skills and Abilities:	• Ability to motivate, manage and develop staff, provide guidance to team members and offer clear explanations in relation to systems and procedures
	• Ability to interpret and analyse financial information and associated regulations and grant criteria
	• Excellent oral, presentation and written skills and ability to deliver to a range of audiences
	• Ability to design, implement and support service arrangements that facilitate the delivery of the service's values and goals
	• Ability to manage and co-ordinate resources
	• Able to complete work/projects on time and within budget and evaluate effectively

Experience:	• Proven experience of leading, managing and motivating a business support team/staff
	• Successful and relevant experience of effective and efficient financial and budgetary management and reporting
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Educational:	• A relevant professional qualification in business management and/or finance, or relevant work experience
	• Evidence of further qualifications, e.g. Degree level qualification or other studies or relevant work experience



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- A record of continuous professional development

Special Requirements:

- This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Reviewed:

Updated: June 2021