**Job and Person Profile (JPP)**

|  |
| --- |
| **Job details** |
| **Job title** | Senior Business and Finance Officer  |
| **Job Reference** | 19595 |
| **Grade and Salary** | 5 - £33,366 per annum (pro rata for part time)This role includes performance related pay progression |
| **Service and Team** | Adult Social Care, Mental Health Learning Disabilities & Autism  |
| **Location** | Post 1:Endeavour House, Russell Road, Ipswich, Suffolk, IP1 2BX – HybridPost 2: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU – Hybrid  |
| **Hours per week** | 37 |
| **Status** | **Permanent**  |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
 |

|  |
| --- |
| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

|  |
| --- |
| **Main purpose of the job** |

There are 4 Senior Business and Finance Officer Posts working across various locations of the County. The Senior Business and Finance Officer will be expected to ensure the smooth running of the Business and Finance Team daily, within the locality and will have line management responsibility.

The Senior Business and Finance officer will work closely with the Area Business Manager and will be required to deputise for the Area Business Manager on a regular basis.

The Senior Business and Finance Officer will work with the Business and Finance Team to ensure the payment process to providers is accurate and timely, escalating issues to ABM if they arise and act as first point of contact for the locality in respect of financial process issues.

|  |
| --- |
| **Typical responsibilities of a role at this level**  |

* Line management of Business and Finance staff
* Deputising for the Area Business Manager
* To produce reports, analysing data and identifying trends that may need more focus to both the Area Business Managers and the Locality Management Teams
* Ensure financial processes are efficient and effective, identifying and implementing changes to systems as required and ensuring all area staff are aware of service expectations.
* Provide guidance and training. Reviewing processes to ensure consistency across the county and within localities. The role will be expected to embed key processes and changes within the team and wider in the locality if expertise is required
* Liaise with Finance to ensure required changes to budget information via journals and virements are actioned.
* Undertake financial analyses to aid decision making
* Ensure all relevant staff are aware of, realise the importance of and comply with SCC procedures for financial processes
* Provide specialist financial direction and support to an advanced level to Senior Managers in the area
* Ensure reconciliation of budgets within Locality to identify inaccuracies and ensure that these are resolved satisfactorily raising issues with budget holders as appropriate.
* Within area of responsibility identify and implement changes as required and ensure all staff are aware of service expectations.
* Apply theoretical, practical and procedural knowledge in specialist area.
* Use analytical, judgemental, creative and developmental skills to find solutions to difficult or complex problems.
* Support the Area Director, Operations and Partnerships Manager and Area Business Manager to fully understand the local budget situations by routinely providing reports, highlighting areas of concern and suggesting action for recovery.
* Contribute to a range of internal, corporate and external groups countywide.
* Plan and prioritise work over the short, medium and long term for yourself and the Business and Finance Team

|  |
| --- |
| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Educated to level 5 or equivalent knowledge and experience.
2. Management qualification at level 4 or equivalent knowledge and experience.

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.careers.suffolk.gov.uk/home/about/our-values) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Excellent, understanding and ability to accurately use of Oracle financials, Oracle Reporting, LAS and Controcc Extensive experience of working on ACS specific financial procedures relating to care purchasing and other budgets, budget setting, monitoring and forecasting.
2. Has a good understanding of the requirements of working within the complex legislation as it relates to adult social services and the impact this has on the work.
3. Ability to process/interpret and analyse complex financial and performance information accurately.
4. Ability to analyse complex financial situations or problems and implement appropriate solutions over the short and medium term.
5. Ability to facilitate meetings with a multi-disciplinary membership.
6. Ability to research and report on complex issues that affect a variety of situations.
7. Awareness and ability to ensure compliance of information/data security procedures.
8. Ability to lead and contribute to projects as specialist input to achieve objectives.
9. Ability to plan and prioritise work over the short, medium and long term for self and teams.
10. Knowledge and understanding of relevant SCC business plans and objectives as they relate to own area of specialism. (Desirable)
11. Wider knowledge of SCC corporate initiatives. (Desirable)
12. Political awareness, including impact on services managed/delivered. (Desirable)
13. Uses a range of high-level communication skills to share complex information effectively within own area as well as wider.
14. Ability to present new and complex information/proposals to staff and managers.
15. Ability to deliver training/mentoring to staff as required.
16. Ability to respond to internal and external customers in an appropriate manner.
17. Has the ability to directly supervise or influence a range of multi-disciplinary staff.
18. Ability to set, agree and review team and staff objectives which relate to SCC and ACS objectives.
19. Has high level of autonomy and decision making to ensure adherence to financial processes.
20. Provides financial direction to a large number of staff within diverse and complex teams,
21. May co-ordinate the work of others outside the teams.
22. Works using own initiative, with manager for guidance.
23. Demonstrable ability to communicate with staff at all levels.
24. Demonstrable ability to work with a range of complex administrative, financial and performance processes.
25. Working knowledge and experience of successfully maintaining compliance of office systems gained within a customer-focused environment.
26. Experience or ability to set priorities to meet service needs.
27. Evidence of extensive experience of successfully managing staff through extensive periods of change.

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

|  |
| --- |
| **Travel requirements** |

You may need to operate across a wide and rural area, so it would be beneficial for you to either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.

|  |
| --- |
| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

|  |
| --- |
| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

|  |
| --- |
| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.