

Job Description

Adults Social Care Finance Team Lead

Reference: F117

Date: Nov 2025

Job Family: Finance/Commissioning and Procurement
Level: 2
Band: 7
Career Track: Technical, Professional and Supervisory

Job Purpose

Responsible for the daily management of the Adult Social Care Finance Team, ensuring accurate financial administration, assessments and agreement processes. Ensures all financial information is processed in line with procedures, statutory timescales and legal requirements, undertaking complex enquiries and providing advice where needed, including guidance on charges to patients, clients or their representatives.

Service Purpose

The Services are responsible for the delivery of Commissioning activity in line with the Council wide Strategic Commissioning Framework, underpinned by Category Management. The service is responsible for ensuring statutory duties for commissioning, market shaping, sufficiency, diversity, contract management and quality assurance are met across children and adult social care. The service also has responsibility for governance, performance, systems and finance across the adult's directorate ensuring management is supported by accurate and timely finance and performance information and that statutory returns are reported timely and accurately.

Duties and Responsibilities

Financial Analysis, Advice and Problem-Solving

- Analyse complex financial data, queries and discrepancies, interpreting information and comparing options where required.
- Investigate and resolve complex financial issues raised by staff, providers or clients, including those relating to financial assessments.
- Provide advice on complex financial and corporate issues to managers and other stakeholders.

Work Planning, Organisation and Team Coordination

- Plan and manage weekly, monthly, quarterly and annual financial timetables, adjusting work plans as necessary.
- Organise and allocate work within the team to meet service priorities and deadlines.
- Operate independently within established policies, with work managed rather than supervised.

Policy Application and Service Improvement

- Apply existing finance policies and procedures within the service.
- Recommend and implement changes to local practices, procedures, accounting processes or financial policies, including in response to new legislation.

Audits, Research and Compliance

- Undertake audits, surveys and other research activities required within the finance function.
- Ensure financial information is processed correctly to support reporting and statutory returns.

Training and Staff Support

- Provide training to staff on relevant financial processes, systems or changes.

Professional and Technical Requirements

Qualifications

- Level 6 qualification or above or equivalent professional experience in financial assessment and welfare benefits.

Knowledge, Experience and Skills

- Highly developed, recent knowledge of financial assessment regulations and welfare benefits.
- Proven experience of managing a team.
- Demonstrated ability to collect, interpret and present data clearly.
- Maintains strict compliance with confidentiality policies and standards.
- Advanced skills in MS Office with ability to produce own reports and documents.
- Well-established financial skills relevant to the role.
- Ability to prioritise and organise work effectively.
- Ability to accurately and efficiently input financial data into systems, databases and spreadsheets using advanced data-entry skills.

Core Competency Requirements

- **Communication:** Tailors communication to audience and context. Uses listening and questioning techniques to clarify complex issues and support team understanding.
- **Collaboration:** Coordinates with colleagues and partners to deliver shared goals and improve service outcomes.
- **Service Delivery:** Identifies and resolves service issues, improves processes, and ensures policy alignment. Promotes efficiency and avoids waste through practical improvements.
- **Decision-Making:** Uses evidence and judgement to resolve issues and improve delivery.
- **Digital and Data Literacy:** Interprets data to improve services. Applies knowledge of digital risks and ethical data use. Uses basic analytical techniques to support decision making.
- **Adaptability:** Adjusts approach responsively to evolving needs and priorities. Identifies opportunities for continuous improvement and supports others through change.
- **Problem-Solving:** Analyses problems and applies knowledge to develop practical solutions and suggest improvements.

- **Community and Customer Focus:** Engages with service users and customers to improve delivery, accessibility, and reflect diverse needs. ensure
- **Leadership:** Supervises day-to-day activity and supports team development. Coordinates tasks and resources to meet the needs of the service.

Strengths

- **Analytical:** you seek and analyse information to inform your decisions, based on the best available evidence.
- **Organiser:** you make plans and are well prepared. You seek to maximise time and productivity.
- **Disciplined:** you follow processes, operating well within set standards, rules and guidelines.
- **Precise:** you concentrate on detail and make sure everything is accurate and error free.
- **Responsible:** you take ownership for your decisions. You hold yourself accountable for what you have promised.

Desirable

- Management Qualification.
- Knowledge of Mental Capacity Act 2005 and Care Act 2014.