

Northumberland County Council
JOB DESCRIPTION

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|---|----------|---|-----------------------|-------------------|
| Post Title: Finance Team Manager | | Director/Service/Sector: Adult Social Care: Finance, Systems & Information Services | | Office Use |
| Band: 7 | | Workplace: County Hall, Morpeth | | JE ref: 4007 |
| Responsible to: Finance Section Manager | | Date: March 2024 | Manager Level: | |
| <p>Job Purpose: Responsible for the daily management of an Adult Social Care Finance Team e.g. assessing charges, generating individual placement agreements, financial administration Ensures financial information is processed in accordance with procedures, in order to provide information for statutory returns. Investigates complex enquiries providing assistance and advice as required Ensures that work is completed in line with financial timescales and legal requirements, interpreting these where necessary. May provide advice to patients / clients / representatives regarding e.g. charges</p> | | | | |
| Resources | Staff | <ul style="list-style-type: none"> Team Manager for a Finance Team who may be based across several locations ensuring that financial information is processed in accordance with procedures and providing assistance and advice as required. Day to day management of team including e.g. recruitment (or assisting with recruitment), appraisal, discipline, training. Delivers training on a range of subjects relating to own area. | | |
| | Finance | <ul style="list-style-type: none"> Authorised signatory, monitor budgets or financial initiatives. Authorised signatory, contributes to formulation of section budgets, external budgets. | | |
| | Physical | <ul style="list-style-type: none"> Data entry, text processing, storage of data, occasional / regular requirement to develop or create reports, documents, drawings. Inputs financial data into computerised and paper databases, systems, creates financial spreadsheets | | |
| | Clients | <ul style="list-style-type: none"> Assist patients / clients during incidental contacts / provide non clinical advice, information to patients / clients / relatives. Contact with patients is incidental / advises patients/clients regarding e.g. assessments, individual placement agreements. | | |
| <p>Duties and key result areas: Communication & Relationships</p> <ul style="list-style-type: none"> Provide and receive complex information, persuasive, motivational, negotiating, training skills are required Discusses financial queries with staff, providers, clients which are often complex, including financial assessments and other sensitive issues. Discusses financial issues with clients which may be contentious; deals with performance, feedback, coaching, training and other issues relating to staff. Provides advice on complex financial and corporate issues to non- financial managers. <p>Analytical Skills</p> <ul style="list-style-type: none"> Range of facts or situations requiring Analysis/Complex facts or situations requiring analysis, interpretation and comparison of a range of options Analyses financial data. Analyses, investigates and resolves financial queries and discrepancies / complex financial / queries and discrepancies. <p>Planning & Organisation</p> <ul style="list-style-type: none"> Plans and organises straightforward tasks, some ongoing / complex activities requiring formulation, adjustment Plans workload to ensure weekly, monthly, quarterly and annual financial timetables are met/undertakes staff or complex work planning <p>Policy & Service Development</p> <ul style="list-style-type: none"> Implement policies and propose changes to practices, procedures for own area / proposes policy or service changes, which impact beyond own area Proposes changes to working practices and procedures (e.g. when planning for the impact of new legislation) and implements procedures in own area / proposes changes to and redesigns local accounting and financial policies and procedures, which have an impact in other areas. | | | | |

Research & Development

- Undertakes surveys or audits as necessary to own work/regularly undertakes R&D activities
- Undertakes surveys or audits as required for own work / undertakes e.g. complex audits within the finance service

Freedom to Act

- Clearly defined occupational policies, work is managed, rather than supervised
- Works within policies and procedures; managed rather than supervised

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

Transport requirements:

Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.

Working patterns:

May include weekends and evenings. Mainly office based but some travel required.

Working conditions:

Mainly indoors. Occasional exposure to working outdoors.

Northumberland County Council
PERSON SPECIFICATION

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| Post Title: Finance Team Manager | Director/Service/Sector: Adult Social Care: Finance, Systems & Information Services | Ref: 4007 |
| Essential | Desirable | Assess by |
| Qualifications and Knowledge | | |
| <ul style="list-style-type: none"> • Degree and/or equivalent specialist knowledge of Financial Assessment & Welfare benefits acquired through courses and experience. | <ul style="list-style-type: none"> • Management Qualification | |
| Experience | | |
| <ul style="list-style-type: none"> • Highly developed recent specialist knowledge of financial assessment regulations and welfare benefits • An evidenced track record of successful team management • Evidence of strong analytical experience with the ability to collect, interpret and present data clearly | <ul style="list-style-type: none"> • Knowledge of: • Mental Capacity Act 2005 • Care Act 2014 | |
| Skills and competencies | | |
| <ul style="list-style-type: none"> • Able to effectively manage and motivate a team, prioritise and organise work • Strong Finance, Analytical, Organisational and Problem Solving Skills • Ability to work within a clear policy of confidentiality • Excellent communication skills, • able to communicate confidently, sensitively and effectively with people at all levels and to demonstrate experience of communicating with vulnerable people • Excellent skills in MS office with ability to produce own reports and documents • Physical skills obtained through practice / developed physical skills / advanced keyboard use • Requires standard keyboard skills / inputs financial data into computer databases and spreadsheets where speed and accuracy are necessary. | | |
| Physical, mental, emotional and environmental demands | | |
| <ul style="list-style-type: none"> • Combination of sitting, standing and walking / frequent light effort for several short periods – Light physical effort / lifting and carrying files • Frequent concentration, work pattern predictable / work pattern unpredictable; occasional prolonged concentration - Concentration required when analysing data, checking and reconciling information, making calculations and when answering queries from staff, clients may be required to switch tasks; requirement to concentrate for long periods when inputting data and when analysing data/statistics. • Occasional exposure to distressing or emotional circumstances • Deal with staff performance and disciplinary issues • Exposure to unpleasant working conditions is rare • Office conditions | | |

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| Motivation | | |
| <ul style="list-style-type: none"> • Commitment to working as part of a Team • A calm and even temperament and tactful and diplomatic as dealing with sensitive issues • Commitment to self- development • Flexible and adaptable to change • Motivated and committed to providing a high standard of service • Excellent interpersonal skills • Ability to work to challenging deadlines | | |
| Other | | |
| <ul style="list-style-type: none"> • Able to meet the transport requirements of the job | | |

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