



JOB DESCRIPTION

DIRECTORATE: FAMILIES AND WELLBEING

SERVICE: Youth Justice Services

POST DETAILS

Job Title: Finance & Administration Manager

Current Grade: 8

Location of Work: 3rd Floor, Municipal Building, Kingsway, Widnes
1st Floor, Wyvern House, The Drummer, Winsford
7th Floor, Delamere House, Delamere Street, Crewe

Directly Responsible To: Performance & Information Manager

Directly Responsible For: Business Support Staff

Hours of Duty: 37

Primary Purpose and Scope of the Job:

To provide a high quality financial accounting service to the Youth Justice Services (YJS) Management Board, Head of Service, Youth Justice Board and partner agencies

To develop the infrastructure of YJS to meet the changing demands of the service, partner agencies and service users

To provide a high quality and professional business support service to YJS managers, practitioners and service users

WORKING RELATIONSHIPS

Head of Service, YJS Managers, Practitioners, Business Support/Admin staff
Liaise with directorates of Warrington Borough Council, Halton Borough Council, Cheshire East Council and Cheshire West and Chester Council
Liaise with a range of external organisations and partner agencies, locally, regionally and nationally.

KEY TASKS AND ACCOUNTABILITIES

1. The post-holder must carry out the duties with full regard to the council's corporate plan, the corporate equality and diversity policy, health and safety policy and social inclusion strategy.

2. To manage the financial and business support functions within YJS, including the direct line management and supervision of the Business Support officers across numerous locations, to enable managers and practitioners to deliver front line services effectively and efficiently.
3. To work collaboratively with other managers across the service to establish clear working processes and procedures to support the business needs of the service.
4. To lead on the provision of a quality financial accounting service for YJS ensuring that all financial regulations and procedures are adhered to and that the financial reporting requirements of all local authority partners, Youth Justice Board and YJS Management Board are met.
5. To provide a transparent financial reporting system to ensure that all grant funding terms and conditions are adhered to and are clearly auditable, accurate and timely.
6. To lead on the provision of financial management performance data for the YJS Senior Management Team and YJS Management Board.
7. Monitor the relevant profit centres/cost codes to ensure that income and expenditure is within agreed budget limits and in line with procurement process.
8. To develop and monitor the Business Support team workload, determining priorities and work allocation through appropriate consultation, deployment of skills and capacity, and utilising project management techniques.
9. Develop, evaluate and maintain information systems, ensuring that employees have the appropriate skills in order to utilise them efficiently.
10. To support the business support staff in the planning and delivery of any change required within YJS to support service improvement, and supporting staff throughout the process.
11. To lead on performance management within the team, including performance review and development (PR&D), attendance management, continuous professional development, coaching and mentoring. You will also be expected to support and supervise the development of those employees to enable the progress of the business support service.
12. Establish and maintain good working relationships with all relevant agencies, partners and service providers both internal and external.
13. Ensure that all communications and information resources are developed and maintained as appropriate, including the YJS newsletter.

14. To carry out all duties with due regard to confidentiality and data protection regulations.
15. The post holder must carry out his/her duties with full regard to the Health and Safety Policies and Procedures of the partner agencies.
16. The post holder should be aware of the service responsibilities for safeguarding, safer recruitment practices and promoting the welfare of children, adults and other service users.
17. To undertake such additional duties as are reasonably commensurate with the level of this post.

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Prepared/Revised By:

Alan Southern_____

Agreed Job Description Signed By Holder:

(To be signed only following appointment)

Date Job Description signed by Holder:
