



**Section:** Schools Financial Services

**Location:** Maidstone

**Grade:** TEP9

**Responsible to:** Service Delivery Lead Officer

**Purpose of the Job:**

To manage a range of flexible traded finance support services for schools, academies and Multi Academy Trusts (MAT's) which support and ensure sound financial planning, financial integrity and budgetary control.

To be responsible for complex, high risk contracts.

To provide advice, support and guidance to all customers.

To support the requirements of the marketing strategy.

To supervise and mentor the Contracts Officers in the delivery of SFS services.

**Main duties and responsibilities:**

1. Effectively supervise a team of Officers in order to deliver the activities outlined in the Job Purpose, taking into account the principles of General Data Protection Regulations, Customer Care, Equal Opportunities and Health and Safety. Ensure there is continuous improvement adding value to Schools Financial Services.
2. Ensure consistent delivery of service throughout all contracted services, initiating staff training as required.
3. Assist in reviewing and allocating contractual work across team, using available resources.
4. Be the first point of contact for Contract Officers ensuring appropriate Service Level Agreements (SLA's) are delivered.
5. Support and undertake high risk contracts. This will include providing support and sound financial management advice to all schools, including those in financial difficulty, on budget preparation, monthly monitoring and closure of accounts.

6. Liaise with the Service Delivery Lead Officers regarding all financial issues in schools and academies identifying and informing the senior management of the school/academy of any concerns and relevant budgetary issues.
7. Provide support and guidance to schools and academies on their chosen financial and management accounting package, ensuring the production of both statutory and ad hoc financial returns as well as their timely submittal.
8. Provide advice, support and guidance to all contracted schools in relevant financial matters, including regular duties on the Helpdesk. Promote Schools Financial Services products to increase income in accordance with the marketing strategy.
9. Support the delivery of all business requirements of Schools Financial Services.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# The Education People

## Person Specification

### Schools Financial Services

### Senior Contracts Officer



# The Education People

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

<b>Qualifications</b>	Financial qualification or proven and/or proven ability to do the job
<b>Experience</b>	Experience of working within a finance environment
<b>Skills and Abilities</b>	Excellent written and verbal communication skills Excellent customer relationship skills Ability to line manage staff Ability to work on own or as part of a team Good IT Skills Excellent organisational skills Training and developing skills Ability to maintain confidentiality Good research, analytical and interpretive skills Fluent in English
<b>Knowledge</b>	A full understanding of relevant national and local policies, financial controls and procedures Working knowledge of school finance systems

### Company Values and Expectations

The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high-quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.