

UNLOCKING POTENTIAL TRANSFORMING LIVES



FINANCE & ADMINISTRATION MANAGER

APPLICANT PACK

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

Job Description

| Job Purpose | |
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| The post holder is responsible for the integrity of all data processed through the systems within their remit, ensuring compliance with SPS policies and guidance. In addition, the post holder will ensure all processes, systems and procedures are robust, controlled and will withstand audit scrutiny. As a member of the establishment's Senior Management Team the Finance Manager is responsible for budget management and reporting that provides the necessary information and support for successful delivery of operational business. With line management responsibilities the role holder will ensure that all staff within their remit are trained to meet the ever changing demands and challenges of the prison. | |
| Key Responsibilities | |
| 1 | Advise the Governor and Senior Management Team on all aspects of locally controlled budgets and on all policy and strategic matters relating to Finance and Business performance.. |
| 2 | Responsible for all financial systems and processes and compliance to the Financial Policy and Guidance Manual and other directives, including completing mandatory controls such as month and year end reconciliations and reports, safeguarding of assets and control of cash and bank accounts. |
| 3 | Ensure that all procurement activities conducted by the establishment comply with Procurement policies and procedures, whilst applying operational effectiveness and value for money. |
| 4 | Deploy, motivate and ensure that all staff within the Finance and Administration department are competent to undertake their duties and to provide appropriate line management support and training through effective application of relevant HR policies. |
| 5 | Management of the establishment's annual budget including budget planning, devolvement and budget projections to provide an accurate statement of the establishment's financial position. Ensure the needs of the prison regime, internal and external stakeholders are met at all times. |
| 6 | Responsible for managing the management information systems and reports to ensure reports on key performance targets are accurate and within timescales. |

Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

| Criteria | Essential/Desirable? | When assessed? |
|--|----------------------|--------------------------|
| Qualifications | | |
| <i>The role holder is required to hold AAT Level 3 Professional Accounting Qualification or equivalent work experience.</i> | ESSENTIAL | Application |
| Experience | | |
| Significant experience working in a Finance environment including cash, asset and stock control, ensuring robust financial processes and assurances are in place for all aspects. | ESSENTIAL | Application Interview |
| Experience in the management of control accounts and financial reconciliations. Proficient in budget setting, planning and management of income, expenditure and capital budgets. | ESSENTIAL | Application Interview |
| Line management experience, including developing and mentoring staff. | ESSENTIAL | Application Interview |
| Knowledge & Skills | | |
| Skilled in the management of diverse teams prioritising workloads to ensure continuity of service to meet strict deadlines, whilst complying with financial and organisational policy and legislation. | ESSENTIAL | Interview |
| Excellent numerical and analytical skills | | Interview |

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| with a willingness to show initiative and be able to present financial information to non-finance members. | ESSENTIAL | |
| Ability to assess and review information and recognise potential issues and the ability to interrogate and interpret financial data that will provide management information and support decision making | ESSENTIAL | Interview |
| Good communication skills with the ability to build and maintain effective relationships with a wide range of contacts and to positively influence others to achieve desired results. | ESSENTIAL | Interview |