



WESTMINSTER ADULT EDUCATION SERVICE



City of Westminster

Head of Finance

<p>What we value at Westminster Adult Education Service</p>	<p>We are passionate about transforming lives through education and enabling our learners to realise their full potential.</p> <p>We are ambitious for our learners, staff, and community, setting aspirational targets and high standards. We aim for excellence in all our teaching and learning.</p> <p>We value our stakeholders particularly our local community and strive to be agile in meeting their needs.</p>
<p>Our culture</p>	<p>We are an open and welcoming service. We create an inclusive learning and working environment for each person, treating everyone fairly and with respect.</p>
<p>Portfolio/ responsibilities of this role</p>	<ol style="list-style-type: none"> 1. To oversee all financial functions for Westminster Adult Education Service (WAES) and provide high quality financial accounting, strategic management accounting and procurement advice. 2. Contribute to the strategic direction of the service to ensure it is aligned with Westminster City Council (WCC) corporate objectives and priorities by anticipating issues and finding practical solutions, which will enable the service to deliver its financial objectives. 3. Lead on accounting and monitoring of the allocation of grants in line with conditions and contract terms and continuously develop and review a system of monitoring, reporting recurring and non-recurring funding streams. 4. Lead on the preparation and presentation of the annual budget, budget reviews and updates, the WAES ring-fence reserves policy, timely in-year management accounts, forecast and final outturn reports to WAES Resources Committee/Governing body. 5. Lead on the allocation of devolved pay and non-pay budgets to budget holders across the service. Provide training, advice and robust challenge via monthly monitoring and review process, regular forecasting, supporting plans for mitigation of risks and best practice in financial management. 6. Manage WAES/WCC closure of accounts in accordance with WCC's published closure plan to include the completion of the relevant end-year processes, timely submission of adjustments journals, internal quality assurance, audit and scrutiny.

	<ol style="list-style-type: none"> 7. Advising on WAES procurement and contracts by supporting the Head of Service in reviewing and preparing contract documents in conjunction with WCC Procurement, legal and government guidelines. 8. To lead on the development of financial and management reporting via IBC SAP, working collaboratively with WCC, ensuring that WAES strategic financial management and reporting are continuously reviewed and developed. 9. Manage the relationship between WAES and WCC Corporate Finance and other key WCC departments Finance Teams. Negotiating and agreeing inter-intra departmental charges for use of various WCC managed services. 10. Manage financial modelling of new services or changes to existing services including impact from specific legislation /policy changes and assess implications. <p>Budget responsibilities: Head of Finance to lead, support and manages grants, income, pay and non-pay budgets.</p> <p>Staffing £162K direct.</p> <p>Oversight of Service budgets:</p> <p>Procurement £0.75m million</p> <p>Other £2.25 million</p> <p>Service grants £8 million</p> <p>Other income £0.5 million</p>
<p>What do we expect this role to achieve?</p>	<ol style="list-style-type: none"> 1. Provide professional financial management to Head of Service/Principal, Executive Team, the Governing Body and Budget Managers, strengthening skills and competence and fostering a strong culture of financial compliance, performance, and accountability. 2. Author the WAES financial strategy and support the Service in implementing continuous service improvement to ensure delivery of its priorities and value to learners by providing clear financial information. 3. Embed best practice commercial and financial management for the Service operations and deliver value for money in achieving WAES and the council's strategic objectives. 4. Be proactive in helping to achieve tight budgetary control and prioritise use of resources and assets to support the delivery of the vision and strategic objectives of WAES and the council. 5. Contribute to the development of an outcome-based commissioning model to better achieve strong price competition and transfer of risks through contracts with third parties.
<p>Band/Salary range</p>	<p>Band 4 Level 1</p>

Work style	Agile
Your manager & team	Reports to Head of Service & Principal, with dotted line to Strategic Finance Manager for Growth Planning and Housing (WCC) Direct Reports x 2 (Assistant Finance Manager, Finance Officer)
Corporate standards	<ul style="list-style-type: none"> • Resources / Financial management We expect you to manage delegated budgets, funding, and resources in line with our processes and our Westminster Way. We would welcome your ideas on the development of outcome-based commissioning models and/or income generation opportunities to help the service receive value for money. • Values and behaviours • Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging, and encouraging your teammates to deliver our corporate vision. • Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate. • Equality and diversity We value equality and diversity as a city council, and we want you to support and promote this in your day-to-day work.
Additional leadership values and behaviours for managers	<p>People and Service Management (Managing excellent, cost-effective service delivery.</p> <ul style="list-style-type: none"> • Role model the Westminster Way: <ul style="list-style-type: none"> ○ Demonstrate inclusive leadership ○ Take the lead in driving initiatives ○ Be proactive in being forward and outward looking, by regularly investing in own development. • Driving forward performance - setting high standards, encouraging improvement, and supporting the team to achieve. • Having regular team meetings and one to one conversation about performance, including difficult ones when necessary; creating a safe environment for learning, taking time to understand their strengths and motivations, stretching them, and coaching them to achieve. • Managing budgets responsibly – planning, monitoring, and adapting budgets to respond to changing priorities. Delivering the Medium-Term Plan. • Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs, and responding to their feedback. <p>Leadership and Engagement Inspiring the team to deliver the corporate vision, embrace change and develop opportunities.</p> <ul style="list-style-type: none"> • Delivering the corporate vision – developing and communicating a direction for my service which keeps us focused on delivering the

	<p>priorities of the corporate vision and makes it central to everything we do.</p> <ul style="list-style-type: none"> • Leading change - being realistic, transparent, and clear on the challenges. Communicating the reasons for change and ensuring understanding. Inspiring people to get involved, to question, and to take change forward. • Making difficult decisions – tackling issues proactively and finding solutions, being accountable for the decisions that have been made. • Engaging staff, communities, and customers - winning strong support through effective and regular communication, collaboration, and feedback. • Being commercial – creating opportunities to generate growth, income and maximise commercial potential.
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Person Specification – Head of Finance

Head of Finance		We will assess your match to the criteria from:			
Key: E – Essential D - Desirable		<u>App Form</u>	<u>Test(s)</u>	<u>Interview</u>	<u>References</u>
<u>Qualifications/Education/Training</u>					
Qualified accountant.	E	✓			
Relevant First Degree.	D	✓			
Member of one of the UK’s Certified Council of Accounting Body.	E	✓			
<u>Professional Knowledge/Understanding</u>					
Knowledge of the issues facing local government and adult education colleges and those relevant to service/functional responsibilities, together with the legal, financial, and political context of public sector management and the statutory responsibilities.	E	✓		✓	✓
<u>Experience</u>					
Significant relevant experience of financial management in a further education or similar environment.	E	✓		✓	✓
Financial modelling, contributing to financial analysis, preparing and presentation of reports that are clear and accessible to various audiences.	E	✓	✓	✓	✓

Substantial experience in the closure, preparation, and presentation of accounts.	E	✓		✓	✓
Experience of In-year monitoring of budget and forecasts working with budget holders to re-balance overspends.	E	✓	✓	✓	✓
Experience of stakeholder management, maintaining partnerships and productive working relationships within a complex policy and service environment.	D	✓			
Experience in commercial and financial management in a multi-disciplinary environment.	D	✓			
<u>Skills</u>					
Ability to deploy relevant business and commercial knowledge and techniques including project, programme and change management techniques, research methodologies, KPIs, standards.	E	✓	✓	✓	
Wide understanding of strategic financial planning and techniques and their application in a budget setting scenario.	E	✓		✓	
Effective presentation, communication, and interpersonal skills. Effective and demonstrable commercial, contract procurement and financial skills.	E	✓		✓	
Strong IT skills and able to use financial systems and other software packages to include Microsoft Excel and Word.	E	✓	✓	✓	

<u>Disposition/Personal Qualities</u>					
Ability to lead, motivate, enthuse inform and develop people, both within the team and those in other departments.	E	✓		✓	
<u>Knowledge/Understanding of Key Policies</u>					
Awareness of Safeguarding, Prevent and EDI.	D	✓		✓	