

Job Profile

Job Title: Placement Information & Finance Manager – Corporate Parenting
Job Grade: Level 4 Zone 2
Salary Range: £47,394 - £54,222

About Camden:

'Camden' is building somewhere everyone can thrive, by making our borough the best place to live, work, study, and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. We are currently seeking a dynamic Placement Information and Finance Manager to join our Pathways, Provision & Resources Team, to help deliver positive outcomes for children and young people.

About the role:

The successful candidate will be responsible for the management of a comprehensive high quality, professional and customer focused service within the Pathways, Provision & Resources Team.

To be responsible for the management and oversight of a comprehensive high quality, professional and customer focused finance and administration service within the Children Schools and Families Directorate.

To be the business and finance lead in the planning, development, implementation and continuous improvement of systems, procedures and personnel for the delivery and quality of service to users, partner agencies, colleagues, and managers

We take pride in getting it right first time and you will receive the training and support you deserve to help you deliver for this already first-rate service from day one. If you have the commitment, drive, and ability to deliver high service standards across the borough, then you are the person we are looking for.

Example outcomes or objectives that this role will deliver:

- To link with HR/Accountants/HoS to ensure staff are correctly coded to the appropriate team.
- Ensure income is received and allocated to the correct Service Budget
- Develop, maintain the spreadsheets to enable accurate forecasting on the expenditure of third-party placements.
- Track and monitor joint funded placements, ensure that Health reclaim (income) is separate and accounted for in budget reconciliation. Cross reference against mosaic to ensure packages are set up correctly – checking provider, cost, budget code, age of child, dates/open closed on packages.
- To assist in the development/testing of Mosaic and Finance reporting/procedures
- To have delegated responsibility to authorise Oracle PO requests, Mosaic finance transactions, ensuring carers costs are authorised in a timely manner to meet the weekly payment schedules.
- Adjust payment schedules to ensure carers are paid in advance of bank holidays and/or over the Christmas/New Year period. Taking into consideration end of year closure of systems.
- Assist, share knowledge, explain and provide examples as required/identified by the auditors, to demonstrate system procedures and evidence in relation to finance Oracle/Mosaic working with colleagues in Purchase to Pay, Accountants, Business Support.
- Organise/assist with service/staffing events – co-ordinating staff to support events.

- Support colleagues with setting up, amending, closing financial packages. Investigate when things have gone wrong and why, seek to understand/explain and resolve.
- Respond to FOI requests or signpost to the most relevant person. Provide financial data as requested, to seek assistance from Accountants where needed.
- Undertake additional tasks as delegated/required, participate in new projects as and when required
- To work with Business Support to ensure and maintain the LAC Savings are paid quarterly to the Junior ISAs or relevant account held on their behalf.
- To work with the heads of services by innovating business delivery tasks, provide high level advice, assistance and guidance to internal and external customers, members, suppliers and agencies. To identify and plan resource requirements on an ongoing and longer-term basis.
- End of year processing of accruals Debtor/Creditor, income in advance, outstanding income – to work with the accountants in the closing/understanding of the budget situation and ensure relevant evidence is available to support the end of year closing requests.
- Ensure where possible all invoices are paid in a timely manner and within the financial year that the service/equipment was provided
- To ensure business continuity and emergency planning systems for the service are maintained and regularly updated. To take part in meetings or activities arranged to fulfil the requirements of the corporate initiative.
- Work with the accountants in the closing/understanding of the budget situation and ensure relevant evidence is available to support the end of year closing requests. Ensure where possible all invoices are paid in a timely manner and within the financial year that the service/equipment was provided.
- To continuously review and identify business processes for the service and project manage implementation of new ICT systems and provide effective leadership with service developments.
- To be a member of the directorate's business administration management team and assist the service manager to identify, plan and organise the service to meet the needs of the CSF directorate. To engage with stakeholders and monitor progress and ensure expected levels of performance are continually met.

About you

Qualifications:

- Minimum of three years management experience in a business administration or financial role
- Previous project management experience and demonstrate how this is successfully utilised in the work area.
- A business, financial qualification

Technical Knowledge and Experience:

- A comprehensive understanding of the requirements of Every *Child Matters* agenda for children's schools and families services.
- Business process design and how this can be adopted in the service
- Excellent level of literacy and numeracy
- Experience of ensuring that the link between internal systems and procedures and the need of the customer are fully met
- Understanding of confidentiality issues within a statutory service framework and how this is observed and maintained
- An appreciation and knowledge of the Council's valuing diversity ethos
- Ability to manage and deliver high quality services as defined by the councils' *ways of working standards* including effective management principles and supportive team working.
- Excellent inter-personal skills, ensuring customer interaction is conducted professionally with dignity, respect and in a friendly manner
- Expert practical application of other relevant ICT systems and equipment, able to demonstrate how these can effectively be deployed in a business setting – including MS Office packages, Oracle – HR & Finance, PBCS, Mosaic, Contact IT, L&D, Teams, share point, Matrix etc

- Ability to manage, plan, identify and develop service improvements and opportunities for cost savings
- Ability to work in high pressured environments and financially support service managers who manage highly volatile budgets.
- Ability to work accurately, efficiently, methodically and in a timely manner, demonstrating effective self-management, organisation, and administrative skills.
- Ability to research and analysis management and financial information and present complex data as simply and meaningful as possible to a high standard
- Ability to project manage successfully and within designated timescales.
- Ability to make decisions at a strategic level, direct others competently and use own initiative to make and take informed decisions which are both customer focused and achieve success
- Ability to work flexibly and proactively and undertake other duties and responsibilities as may reasonably be required by service needs to reflect the evolving nature of the organisation, commensurate with post grade and status
- To direct work and performance within a team and respond effectively to different demands and situations

Work Environment:

- The postholder will be expected to work flexibly, as per the council's agile working policy.
- The post holder will be required to work as part of a team providing appropriate social work services to service users within an allocation and workload management system this will include participating in the office duty system as required.

People Management Responsibilities:

No direct reports

Relationships

The post holder will be required to liaise with various teams and services across CSSW including Children's Care Provision, Previously LAC, CIN, Quality Assurance, CYPDS, Legal, Directorate, Finance, Business Support, Procurement, HR and IT. Key contacts are likely to include:

- Service heads within the CSSW directorate (Children's Care Provision, Virtual School for LAC and Previously LAC, CIN, Quality Assurance, CYPDS, Legal, Directorate)
- The Directorate Management Team
- Officers across the council
- Officers in other local authorities, London-wide bodies and central Government departments
- Other public agencies
- Customer strategy and performance, legal and democratic services, organisational development and finance directorates.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships; we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview, or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,