OXFORDSHIRE COUNTY COUNCIL

Job Summary Overview	
Job title	Schools Senior Finance Advisor
Career family	Organisational Enablers
Professional pathway	Finance, Commercial and Pensions
Career family level	7a
Grade	11
Reports to	Finance Business Partner Education
Financial responsibility	No direct financial responsibility
Supervisory responsibility	No direct reports
Reference number	*Just leave it blank please*

Job Summary

The role provides senior specialist financial advice and support to maintained schools enabling effective budget management, compliance with statutory and regulatory requirements and informed financial decision making. The role leads on complex financial matters, deficit recovery and financial sustainability, in addition to supporting schools to deliver their day-to-day financial management responsibilities. The postholder will act as the lead adviser for high-risk schools, provide technical expertise and quality assurance across Schools Finance, and work with school finance teams, school leaders, governors and OCC colleagues to improve financial management, governance and outcomes for schools.

Key responsibilities:

- Lead support for schools identified as being in deficit, at risk of deficit or requiring enhanced financial intervention, providing proportionate challenge, support and monitoring to improve financial sustainability.
- Develop, review and monitor deficit recovery plans, financial forecasts and medium-term financial plans, ensuring schools are supported to achieve sustainable financial outcomes.
- Provide specialist financial advice and support on complex, high risk or sensitive financial matters to school leaders, School Business Managers, Governors and OCC colleagues.

- Act as the technical escalation point for Schools Finance Officers, providing advice, guidance and support on complex financial issues.
- Ensuring compliance with financial regulations, statutory guidance and governance requirements through effective oversight, support and challenge.
- Review and challenge Schools Financial Value Standard (SFVS) returns for complex, high-risk or deficit schools, requesting supporting evidence where required and identifying financial governance concerns.
- Work collaboratively with School Improvement and other OCC services to support schools experiencing financial or organisational challenges.
- Develop and deliver specialist training, guidance and support to schools, governors and colleagues on financial management, governance and regulatory requirements as required.
- Providing high-quality financial advice, support and challenge to schools through the Council's traded Schools Finance Service.
- Develop and maintain guidance, templates and procedures to support effective and consistent service delivery.
- Promote the effective use of approved financial systems and planning tools.
- Identify emerging financial risks, sector developments and opportunities to improve service delivery and outcomes for schools.
- Build effective relationships with schools, Education Services, Corporate Finance, Internal Audit and other stakeholders.
- Escalate significant strategic, financial or reputational risks to the Business Partnering Accountant and Finance Business Partner - Education as appropriate.

Specific requirements	Essential *Mark with ✓ ▪*	Desirable *Mark with ✓ ▪*
AAT Level 4 qualification, part-qualified CCAB/CIMA accountant, or equivalent finance qualification and significant relevant experience.	✓	
Significant experience of budget preparation, financial monitoring, forecasting and financial analysis.	✓	
Experience of supporting organisations or departments with complex financial issues, financial recovery planning or financial sustainability activity.	✓	
Experience of working confidently and effectively with senior leaders, providing professional advice, challenge and support.	✓	
Experience of working with financial controls, governance, compliance and risk management principles.	✓	

Strong communication, influencing and relationship-management skills.	✓	
Advanced ICT skills, including spreadsheets and financial management systems.	✓	
Ability to work independently, exercise professional judgement and manage competing priorities.	✓	
Knowledge of maintained school finance, education funding or the Scheme for Financing Schools.		✓
Experience of using financial systems.		✓

Working Arrangements

- The post is not politically restricted.
- Enhanced DBS check with Child Workforce is required.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy.
- Able to travel across the county and work from various office or school locations within the county.

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).

☐	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
☐	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
☐	Working at height/ using ladders on a regular/ repetitive basis	X	Restricted postural change – prolonged sitting
☐	Lone working on a regular basis	☐	Restricted postural change – prolonged standing
☐	Night work	☐	Regular/repetitive bending/ squatting/ kneeling/crouching
☐	Rotating shift work	☐	Manual cleaning/ domestic duties
☐	Working on/ or near a road	☐	Regular work outdoors
X	Significant use of computers (display screen equipment)	☐	Work with vulnerable children or vulnerable adults
☐	Undertaking repetitive tasks	☐	Working with challenging behaviours

☐	Continual telephone use (call centres)	☐	Regular work with skin irritants/ allergens
☐	Work requiring hearing protection (exposure to noise above action levels)	☐	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐	Work requiring respirators or masks	☐	Work with vibrating tools/ machinery
☐	Work involving food handling	☐	Work with waste, refuse
☐	Potential exposure to blood or bodily fluids		Face-to-face contact with members of the public
☐	Other (please specify):		