

Job Summary

Post Title	Commissioning & Procurement Finance Lead	Pay Grade	Grade 8
Directorate Service Area	Strategic Commissioning and procurement	Line Manager	Commissioning and Procurement Hub Programme implementation and delivery lead
Post Number/s (for existing posts)		Work Location	Walton Street
Work style	Any desk	Job Family & Role Profile	Organisational Support and Partnering (OSP80)
DBS Check Required?	YES Standard		
Politically Restricted Post?	No <i>The Local Government and Housing Act 1989 prevents certain officers from taking part in political activities, such as holding office as a local councillor.</i> <i>There are broadly two categories of restricted posts:</i> <i>Posts which are 'specified' as per Section 2(1) of the LGHA 1989 and Posts which are 'sensitive', which means that they are politically restricted by virtue of the nature of the role, rather than the job title.</i>		

Job Purpose and Job Context

To provide service-based technical expertise and advice on financial matters linked to the procurement and commissioning function. This role will focus on identifying opportunities to improve financial processes within the Commissioning and Procurement Hub to support robust financial controls, and on approaches to understanding financial sustainability and risk across the commissioned provider market. This will be achieved through leading collaborative work across the Commissioning and Procurement Hub, with other Council service and with commissioned providers.

Main Responsibilities and Duties

- Lead the development and implementation of policies and processes designed to achieve continuous improvement in financial management within the Commissioning and Procurement Hub.
- Proactively identify and address, through collaborative working and professional curiosity, opportunities for more effective financial processes to create resource efficiencies and savings.
- Devise systems which support effective financial risk management and appropriate escalation.
- Lead detailed financial analysis and benchmarking to inform the development of the annual fee uplift approach and lead the implementation of the annual fee uplift for care and support providers.
- Work collaboratively with commissioning teams and financial colleagues to advise on complex invoicing issues, for example over and underpayments to commissioned providers.
- Work collaboratively to ensure there are robust financial processes linked to block contracting arrangements to support effective voids management.
- Develop and maintaining approaches to enable commissioners to understand financial sustainability and risk linked to the commissioned provider market.

- Undertake detailed financial benchmarking and trend analysis to understand market pricing.
- Lead oversight of the exceptional fee uplift process for care and support providers, including providing regular reporting, maintaining up to date records of requests, and maintaining robust guidance for commissioners.
- Provide technical advice and support to the Commissioning and Procurement hub on finance related issues.
- Develop effective working relationships with relevant services and partners, including the Corporate Finance Service, Adult Social Care, the ICB and commissioned providers.
- Prepare reports, briefing notes and provides financial advice to senior officers as required.
 - Work in accordance with the accepted corporate financial framework including Financial Regulations.
 - Deputise for the Commissioning and Procurement Hub Programme implementation and delivery lead when required.
- Represent, as required, the Council's interest in meetings with service providers and other relevant national, regional and local organisations.
- Contribute to an overall service-focused approach, including recommending ways in which the service can improve and contributing to wider service projects as required.
- Undertake other reasonable duties as required which are commensurate with the role.

Accountability

- If this role manages a budget please state the size of the budget:
- If this role monitors a budget please state the size of the budget: Approx. £150m
- How many direct reports does this job have in its reporting line? None
- How many indirect reports does this job have in its reporting line? Up to 10 fte

There are no direct budget management or monitoring responsibilities. However, achieving value for money for the Council and ICB is a key element of this role.

The post holder will matrix manage staff when required).

Scope for forward planning and deadlines

Planning & deadline requirements (tick all that apply):	✓	Provide Job Specific Examples
Up to 3 months	✓	• Working to monthly and quarterly schedules for financial processes.
1 year	✓	• Planning ahead for the delivery of the annual fee uplift (1-year cycle from end to end) • Planning and delivering collaborative work to develop and implement updated financial processes. • Management of exceptional fee uplifts against the available annual budget (across an annual cycle).
3-5 years		

Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud

- Perform to your best every day

• Cares about delivering the role and setting high standards • Upholds the reputation of the service and the wider Council
Ambitious • Ambitious to learn, develop and fulfil potential • Ambitious to do things better • Solution focused looking for suitable resolutions
Collaborative • Effectively engages with others sharing ideas and solutions • Able to look at things from different perspectives • Happy to work with others to achieve outcomes
Trustworthy • Accountable for actions • Behaves professionally and to professional standards • Quick to respond and show initiative

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

Knowledge, Skills and Experience <i>(use job family to complete) Please delete as necessary</i>	Job Specific Examples	Essential	Desirable
Substantial operational experience in a large / complex organisation within a related specialist field.	• Expert finance background, skills and knowledge. • Experience of working within a local authority, health or social care setting or other large multi-service organisation.	x	
Excellent knowledge of service / profession and interrelationships with other services and departments. Good knowledge of wider sector / external influences and developments.	• Identifying which colleagues across various Council services to liaise with to address different complex issues. • Working collaboratively with other service areas to improve end to end financial processes.	x	
Expert and authoritative knowledge and understanding of the systems, policy, practices, procedures, legislation and emerging developments within the scope of the specialist area.	• Expert knowledge and understanding of the Care Act, Direct Payments, Charging Policies, S75, financial CIPFA guidance, financial governance.	x	
Authority and credibility to build relationships and engage successfully with colleagues, partners and customers at all levels in complex or politically sensitive situations.	• Building relationships and joint working approaches with other Council departments to support effective end to end financial processes.	x	
Excellent interpersonal, persuasion and negotiating skills, in order to influence outcomes critical to the organisation.	• Leading discussions with internal colleagues, system partners or commissioned providers to manage invoicing disputes or solve	x	

	complex process issues.		
Excellent communication, interpersonal and influencing skills, with the ability to tailor communication styles to different audiences.	• Drafting finance reports for senior Council and partnership governance boards to inform robust financial decision making. • Able to present and communicate complex data and performance information to non-expert audiences. • Able to present and communicate key messages effectively across the service.	x	
Good literacy and numeracy skills. Accurate, with good attention to detail and competent and disciplined in the keeping of records.	• Undertaking accurate financial analysis or benchmarking. • Providing accurate financial reporting.	x	
Experience of managing budgets and resources.	• Use of spreadsheets, compiling reports, budget analysis and financial benchmarking with other authorities.	x	
Experience of defining and developing systems, policies, procedures and / or practices.	• Developing and implementing financial procedures or guidance, e.g. guidance to support commissioners understand financial viability and risk; block contract invoicing and payment guidance.	x	
Experience of co-ordinating partnership working. Experience of representing the work area externally.	• Co-ordinating partnership working with social work teams, finance colleagues, procurement or commissioning teams, external partners or providers to review and improve financial processes linked to commissioned services.	x	
Experienced project manager with a good understanding of project management methodologies and systems.	• Leading projects to review and improve financial processes.	x	
Proven ability to apply initiative and strategic awareness to problem solving and decision making.	• Proactively identifying where there are opportunities to improve practice or processes and suggesting appropriate solutions. • Identifying links and interdependencies between different processes. • Maintaining an overview of strategic priorities within the	x	

	service area to identify where they may be opportunities to support financial improvement.		
Excellent time management skills to manage a complex workload, prioritise and set deadlines and cope with conflicting and changing demand.	- Managing workload in line with financial timetables and schedules (e.g. resolving issues to meet payment runs, meeting deadlines for the annual fee uplift cycle, or for closing down at the end of the financial year). - Managing workload in line with conflicting priorities across different commissioning and procurement teams.	x	
Excellent research and analysis skills demonstrating evidence of the ability to identify and diagnose complex problems/issues and develop innovative solutions	Research and analysis of care providers fees, Companies House checks of care providers, financial policies and approaches across other local authorities.	x	
Use of specialised testing, analysis or evaluation equipment/ techniques	- Testing updates to ContrOCC that impact the commissioning service. - Analysis and evaluation of annual uplifts for block residential and nursing providers. - Modelling for annual provider fee uplifts.	x	
Excellent ICT skills including use of Microsoft applications and specialist systems.	- Using Excel to undertake complex financial analysis for the annual provider fee uplift or to benchmark costs with other local authorities. - Knowledge of specialist systems such as SAP, LAS and ContrOCC.	x	
Qualifications		Essential	Desirable
Educated to degree level or equivalent standard.		x	
Relevant professional qualification.		x	
Evidence of continued professional, managerial and personal development.		x	
Other Requirements		Essential	Desirable
A full driving license required to be able to carry out the role (<i>tick as appropriate</i>)			x
Where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.		Y	

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare: • All unspent convictions and conditional cautions • All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020 and 2023). For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order').	Y
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This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.