

Job Description

Job Title: Justice Finance Manager

Reports to: Director of Justice

Salary Band: £36414 – £46,818

Location: Home Based

Purpose

A Justice Finance Management role to support the existing financial management of the HMPPS/ESF Co Financed contracts (CFO Activity Hubs). To ensure budgets are effectively managed, spend is compliant and closely monitored, commissioner reporting is accurate and timely and to support the Assistant Director of Justice to ensure C1 (gross profit) is achieved, monthly contract profiles are met and outcomes are realised in line with the Strategic Directive 2030 defined outcomes.

Main Duties and Responsibilities

- To lead on HMPPS CFO Activity Hub contract financial monitoring
- To ensure financial Management Information is reported correctly and on time.
- To submit timely and accurate monthly financial returns to HMPPS where required.
- To work with the central Finance function and dedicated CFO Contract Finance Managers to ensure a standardised approach to all financial processes across Shaw Trust and subcontractor delivery sites.
- To work with central finance function to provide assurance of services delivered for supplier claims and invoices to be processed and paid.
- To coordinate monthly financial reconciliations and audit checks of CFO internal and subcontracted delivery.
- To ensure that all statutory, audit, contractual and governmental and ESF requirements are adhered to and that best accountancy practices are implemented.
- Undertake monthly internal review of the auditing of Shaw Trust and subcontracted delivery to ensure contract compliance and payment authorisation.
- Work closely with the Assistant Director of Justice, Head of Activity Hubs, Regional Managers, Network Development Managers, central finance team and Quality Team to ensure financial management Information is collected, analysed and reported correctly and on time.
- Prepare financial information, and assist with financial information including budgeting and forecasting.
- Identify and report financial risk.
- Develop financial reporting and monitoring to meet the contractual requirements HMPPS.

- Support CFO Contract Finance Managers to undertake ongoing financial management, monitoring of contract spend of the Discretionary Access Fund to ensure spend reflects original contracts, reporting monthly to the Assistant Director of Justice
- Report to the Director of Justice, Assistant Director of Justice and central Finance Team on the outcome of financial and commercial management activity to inform wider performance management and HMPPS Contract Management Reviews.
- Submit timely and accurate monthly financial returns to central finance, working closely with the Quality Team to validate contractual outcomes prior to claim submission.
- Authorise and submit overall monthly returns to HMPPS.
- Support all staff and subcontractors to understand and adhere to finance reporting requirements at all times, including coordinating ongoing financial process awareness training and coaching for staff.
- Ensure timely and accurate month end deadlines.
- Understand and adhere to all responsibilities to ensure that the quality requirements of Shaw Trust's Quality Assurance Framework, the prime contractor, ESF HMPPS regulations, funding body, OFSTED, DWP Quality Framework, or any other contract stakeholder, are maintained.
- Potential for line management of finance staff as contract evolves or required by the organisation

Other

1. Ensure that you work to the Shaw Trust Group's vision, values, objectives, priorities, and are strongly committed to them.
2. Understand and adhere to all responsibilities to ensure that the requirements of Shaw Trust's Quality Assurance Framework, the prime contractor, funding body, ESF, HMPPS or any other contract stakeholder, are maintained.
3. Ensure individual expertise and subject area knowledge is up to date through Continuous Personal Development, including sharing good practice, engaging with training, and acquiring / maintaining any individual qualifications required for the role.
4. Work flexibly across offices, as and when directed by line managers.
5. To undertake any further training as identified in the Shaw Trust review procedures.
6. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
7. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

8. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
9. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
10. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
11. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
12. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
13. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
14. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral

This role will require a satisfactory DBS Disclosure check due to the nature of the work to be undertaken and the systems access that is required to perform the role. Other relevant recruitment checks will also be carried out, including HMG Baseline Personnel Security Standard and prison vetting and clearances

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center">Person Specification</p> <p align="center">Job Title: Assistant Director of Skills – Short Courses</p> <p align="center">(E=Essential D=Desirable)</p>
SKILLS AND CORE COMPETENCIES
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Qualified accountant or equivalent professional experience (E)
<p>Experience</p> <ul style="list-style-type: none"> • Demonstrable experience of forward financial planning and costing (E) • Experience of managing financial budgets over a regional area and/or multiple teams (E) • Experience of the compliant financial management of ESF Funded contracts (D)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Excellent IT skills, including familiarity with Microsoft Office software and previous experience of working with databases. (E) • Excellent verbal and written skills and ability to communicate concisely and effectively. (E) • Clearly evidenced analytical and systematic approach to activity, with the ability to work in a structured and methodical manner to achieve all deadlines. (E) • Excellent report writing skills (D) • Strong financial acumen and budgetary management capability (E) • Excellent self management skills (E)
<p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> • Acts as a role model for Shaw Trust Values with high levels of integrity being displayed (E) • Relationship management – develop and maintain productive relationships with your team and all key stakeholders. (D) • Ability to think strategically (E)
<p>Safeguarding</p> <ul style="list-style-type: none"> • Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E) • This post requires a Disclosure and Barring Service Check at a Basic level (E)

Other

- Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity (E)
- Ability to travel on behalf of the Trust as required (E)