

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 04144

Service Area: Music Service

Grade: G7

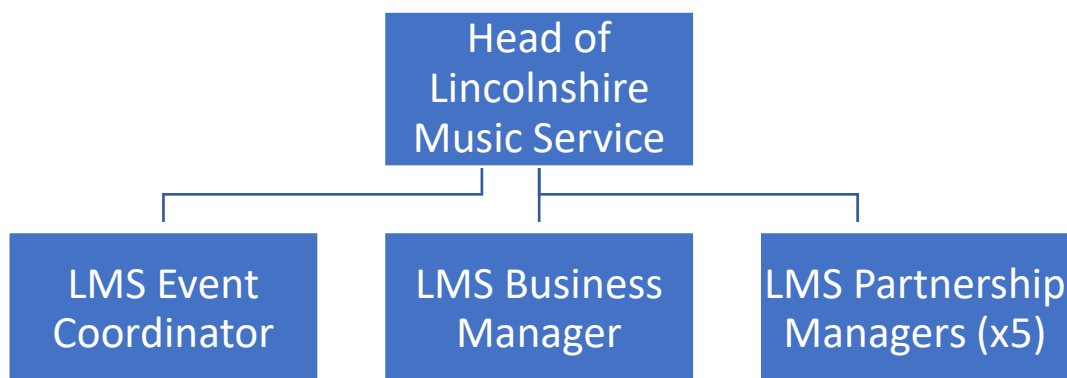
Job Title: Business Manager

PURPOSE OF JOB:

As a member of the Lincolnshire Music Service Management Team:

- Responsible for the strategic planning aspects, including all financial implications, ensuring Lincolnshire Music Service makes the best possible use of resources available.
- The lead expert on all commercial and operational aspects of the business managing such resources whilst achieving quality and best value whilst ensuring good procurement practice
- Responsible for all the majority of the disciplines of Finance reporting to Lincolnshire County Council and other key funders such as Arts Council England.

STRUCTURE CHART:



In addition, Lincolnshire Music Service employs around 70 contracted Instrumental Tutors and commissioned Lincolnshire Council Business Support to carry out the administrative functions of LMS

MAIN DUTIES:

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| 1 | To be responsible for the strategic planning aspects of Lincolnshire Music Service including all financial matters, prepare LMS's budget, management accounts and monitor and forecast spend against the budget taking corrective action where necessary. Preparing and presenting the management accounts, and other related monitoring reports, for the Lincolnshire Music Education Hub Strategic Group and Lincolnshire County Council. |
| 2 | To act as the main financial lead and adviser to the Head of Service and Lincolnshire Music Education Hub Strategic Group advising on the financial policy and development of the long term financial strategy of LMS. |
| 3 | Manage Lincolnshire Music Service's accounting function. LCC accounting BWON ensuring its efficient operation according to agreed procedures and maintain those procedures by conducting budget monitoring on monthly, quarterly and annual review cycles as required. |

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| 4 | Negotiate, manage and monitor contracts, tenders and agreements for the provision of Lincolnshire Music Service. Monitor all purchase orders prior to expenditure being committed and ensure best value in all purchases. |
| 5 | To arrange the purchase of all supplies and services for Lincolnshire Music Service in accordance with the County Council's financial regulations, ensuring that optimum value for money is achieved. To request quotations and orders and check deliveries and deal with the full tendering procedure, in partnership with the Business Support Team, in some cases |
| 6 | Prepare all financial returns for the DfE, Arts Council England, Lincolnshire County Council and other central/local government agencies as well as external funders within statutory deadlines |
| 7 | To support and secure bid based competitive funds by the use of bidding systems and Contacts for example Grantium or other funder platforms. |
| 8 | Lead the financial oversight of all aspects of LMS traded income involving a range of stakeholders including schools, families, partners and other commissioned partners |
| 9 | To provide high quality financial advice and support to budget holders and senior managers |
| 10 | Lead all aspects of processes relating to pay including additional hours, travel and mileage payments in partnership with LCC on a monthly basis. Including providing staff advice on payroll such as HMRC, statutory guidance and other related terms and conditions. |
| 11 | Actively network, research and develop good practice and policy development in partnership with the Music Education Hub network across the UK including Music Mark UK. |
| 12 | Monitor and assess risk including measures and financial monitoring controls in line with current accounting standards, local authority and other external funder procedures and guidelines. |
| 13 | To be responsible for HR matters relating to pay providing support and guidance to the Lincolnshire Music Service Management Team, and wider tutor team, for example advice on processes |
| 14 | Manage the financial administrative functions including the use of SpeedAdmin, or other management platform, by providing support and expertise for Business Support, LMS Management Team, Tutors and other stakeholders |
| 15 | Responsible for the financial systems and the implementation of appropriate financial systems outlining developments when required. |
| 16 | Ensure stakeholder communications are handled effectively and appropriate records kept. |
| 17 | Interpretating and communicating complex financial information to a wider range of stakeholders in an easy to access format. |
| 18 | Oversee all contracts for supply/services including contract negotiation, drafting/agreeing of SLA's with schools. |
| 19 | Ensure Lincolnshire Music Service has adequate insurance and manage the policies/claims. |
| 20 | Working with our Instrument Asset Plan to ensure that Lincolnshire Music Services' Capital Grant spend is targeted to priority areas in line with the terms and conditions of the grant. |

PERSON SPECIFICATION

| Requirements | Where identified* | Essential | Desirable |
|--|-------------------|-----------|-----------|
| Detailed knowledge and understanding of financial management | A, I, T, P | X | |
| Detailed understanding and knowledge of accounting, budgeting and monitoring principles and practice | A, I, T, P | x | |
| Detailed knowledge of Financial Strategy, financial regulations, | A, I, P | x | |

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| financial procedures and their rationale in practice | | | |
| Good communication skills, ability to communicate effectively with senior officers in the council and external organisations | A, I, P | x | |
| Good ICT skills, including corporate finance systems and excel | A, I | x | |
| Good staff leadership skills to oversee the work of other staff members where necessary | A, I | x | |
| Knowledge of Music Education Hubs and associated funding streams | A, I | | x |

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.