Staffordshire County Council

Finance & Contracts Monitoring Officer

Grade 9

About the Service

The Placement Service ensures children and young people are placed in appropriate provision. This includes foster placements, residential placements, education placements, supported lodgings and supported accommodation placements.

Obtaining good outcomes is essential for every child and young person and the Placement Service seeks innovative ways in achieving these goals. Ensure resources are used in the most effective and efficient way to achieve sustained improvements to the lives of children, young people and families.

We will share information with commissioners and partners to develop effective and efficient services.

We'll know we have succeeded when we can provide evidence that we are achieving our core purpose within the resources available.

About the Role

The role is responsible for monitoring finance and contracts of the services that have been commissioned. You will be responsible for monitoring our financial and contractual obligations which is a key element in this role. You will also be responsible for business support to ensure financial systems and data is collected for financial forecasting and commissioning purposes.

You will be expected to work with regional partners which involves providing advice and information around finance and contracts matters to support to the Market Relationship Manager in relation supported accommodation, fostering and residential care and any other commissioned services.

Reporting Relationships

Responsible to: Market Relationship Manager

Responsible for: Commissioning Support Officer(s)

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Key Accountabilities:

1. To assist with the coordinating all aspects of families & communities placements to independent providers, to help support the commissioning of placements on the basis of "best value" principles to meeting the needs of children. To assist the Market Relationship Manager to monitor the financial spend and to help provide support in achieving best value with independent providers by providing accurate data and tight monitoring of spend and contractual obligations.

2. To assist in the creation and maintenance of a central record of contract prices for each provider.

3. To ensure, in carrying out the functions of the post, compliance with financial regulations, standing orders, finance and contracting procedures and other associated guidance as required.

4. To provide the Market Relationship Manager with accurate and up-todate information about the independent providers budget. To maintain a spreadsheet for monitoring expenditure agreed and future financial commitments.

5. Assist the Market Relationship Manager to provide support and assistance to social workers in the resolution of contractual conflicts or any issue relating to the quality of the care provision that may arise during a placement.

6. To undertake commissioning work and support to the Market Relationship Manager.

7. To respond to queries raised by care providers and other parties.

8. To train and guide staff, as required, in the operation of relevant financial and contractual systems.

9. To ensure decisions with regards to shared funding with our key partners in health and education are pursued.

10. Any other duties that may from time to time be allocated and that are commensurate with grading of the post.

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Person Specification

Qualifications/Professional membership

- GCSE English and Mathematics
- HNC or equivalent
- NVQ level 3 or equivalent

Knowledge and Experience

- Substantial financial and contractual experience.
- Commissioning knowledge.
- Knowledge of the needs of Looked After children & young people.
- Knowledge and experience of office procedures.
- Ability to work within a team environment and demonstrate good interpersonal skills.
- Ability to liaise with people at all levels both from within the Council and external bodies.
- Experience of using computer-based information systems
- Ability to interpret, accurately input and retrieve data using software provided.

Skills

- Excellent analytical skills and able to analyse data.
- Excellent communicator and able to work under pressure in a professional and courteous manner.
- Able to deal and manage conflict when required.
- Possess and demonstrate good written and oral communication skills in order to liaise effectively with service providers and staff.
- Ability to deal with a range of issues and conflicting demands.
- A commitment to Equal Opportunities, Anti-Discriminatory Practice and to work with a diverse customer base.
- A commitment to further training and development commensurate with their grade.
- Ability to work to deadlines and under pressure and on own initiative.

This post is designated as a Casual Car user

The content of this Job Description and Person Specification will be reviewed on a regular basis.