# Job description

**Job Title:** Director of Finance and Resources

**Location:** Observatory House

**Responsible To:** Chief Executive

**Salary:** £104,521 - £119,233 per annum

If you’re looking for a challenging yet rewarding role, one where you’ll be supported every step of the way, Slough Children First could be the place for you.

We want all of our children to be Happy, Safe & Loved, Thriving.

We are proudly one of the most ethnically diverse local authorities in England with 64% of the population coming from Global majority backgrounds in 2021. A further 12% of the population were from a white non-British background. We also have one of the youngest populations in the UK where nearly 28% of the population is aged under 18, compared to 21% nationally.

In the past year, we have made significant progress for our looked after children and have had a range strategies approved by cabinet, including: The Participation Strategy – a strategy written in partnership with key stakeholders to improve Slough’s approach to Participation and making sure that all voices can be heard; The Children’s Sufficiency (Placements) Strategy and The Early Help Strategy - a strategy with input from several of our stakeholders which sets out Slough’s vision for early help services.

We are one of the most accessible places to be, nestled on the corner of the M25, M4 and M40, and less than 20 minutes by train to Central London.

To apply for this role, please visit: [Vacancies | Slough Children First](https://sloughchildrenfirst.talosats-careers.com/vacancies?what=&where=&iso=gb&radius=30#vacancies-section-filters)

# Main Accountabilities

* Working closely with the Chief Executive to develop and embed the strategy for the company, supported by robust plans, targets and business drivers, for the medium and longer terms.
* Develop strategic financial plans for the medium term as part of business planning process, linked to the companies’ strategy and business plans.
* A key member of SCF Board to ensure the company is meeting its strategic plans, managing risk appropriately and compliant in its responsibilities.
* Advise the Board of the current and projected financial status, influencing decision making process to ensure the company continues to operate and is sustainable for the future.
* Responsible for securing adequate funding for the company to meet future operating costs, with responsibility for treasury management to ensure sufficient funds available to meet daily outgoings.
* Develop and support business case production to ensure financial consequences are considered and meet the companies’ minimum returns on investments.
* Responsible for all corporate finance functions, ensuring good governance with appropriate policies and procedures being adhered to with robust contracts in place and appropriate procurement procedures followed for new business tenders.
* Ensure all statutory requirements are met in a timely and quality manner, including the production and publication of annual audited accounts, and all necessary filings with Companies House, company tax returns.
* To ensure adequate insurance policies are in place for the Company.
* To manage the support function across the company to fulfil their duties in ensuring smooth delivery of services.
* Ensure the Company’s support systems are robust, compliant and support current and future planned needs.
* Responsibility for the Company’s commissioning and placement arrangements, ensuring Value for Money and suitability for al placements, in line with the children’s needs.
* Responsibility for the organisational administrative function ensuring all services are supported appropriately, processes are streamlined and fully support the desire for streamlined, accurate and timely processes.
* Responsibility for ensuring GDPR regulations are adhered to. Including the monitoring of SARs and FOIs.
* Responsible for the monitoring of various SLA’s within the company including but not limited to ICT.

# Person specification

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| **Education, Training & Experience** | **Essential / Desirable** |
| Qualified accountant.Experience of working in at a Board levelInfluential at a Board level and senior management within a complex stakeholder environmentProven track record in a range of areas including the public sector and voluntary and commercial.Leadership and management experience in the areas of strategic planning, financial management/analysis and organisational development.Proven experience of preparing and presenting financial and management proposals and recommendations.Experience of developing and implementing compliance and governance processes.Experience in effective implementation and management of financial processes and systems.  | **E****D****E****E****E****E****E****E** |

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| **General & Specific Knowledge** | **Essential / Desirable** |
| Commercially astute, articulate, technically strong, dynamic, insightful and influential leader with the ability to operate at both strategic and operational levels.Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of organisational development and success.Ability to handle high levels of pressure and critical decision-making.Exceptional communication skills at all levels.High integrity and openness combined with commitment to good governance. Strong IT skills.Excellent leadership skills with the ability to develop and motivate others to succeed.  | **E****E****E****E****E****D****D** |

# Our Values

## Child-focused

Committed to outcomes for children and their families which ensure they are safe, secure and successful; putting the voice of the child at the heart of everything we do and delivering customer driven services, in collaboration with our colleagues and partners; working to improve lives and ensure effective safeguarding; offering the right support needed; working efficiently, so resources can be maximised for our children, young people and families; ensuring clear and appropriate communication.

## Honest and respectful

Being honest and respectful, as part of an inclusive culture where our communication is always professional; where everyone counts and knowledge of families and individuals, including cultural identity, along with their feedback and opinions are respected and recognised; a working environment where disrespectful and unprofessional behaviour is challenged; transparency and accountability in all decision-making.

## Improving constantly

Aspiring to achieve our vision through our everyday work, strong leadership and management; working to develop as an organisation and as individuals; a learning culture which reviews best practice, learns from mistakes and ensures customers have suitable opportunities to feed back and uses all available insight to measure progress and implement change; working flexibly to deliver the best value-for-money services.

## Looking ahead

Moving in the same direction with an ambition to provide excellent services, based on insight and smart working, while keeping the voice of the child at the heart of the organisation; benchmarking, horizon-scanning and anticipating challenges; working to identify opportunities to be cost-effective and future proof our organisation; identifying challenges and working towards solutions.

## Delivering together

Working as one organisation through solid teamwork to deliver the best services for children and young people; taking ownership and responsibility to ensure individuals, teams and the wider organisation delivers on aims; building strong relationships with all our customers to secure the best outcomes to make our children safe, secure and successful; connecting with other teams and partners to enhance services and improve efficiency.

# What our existing team love about Slough Children First

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“This is an exciting place to work. We continue to learn and grow and our accessible senior management team massively helps this process.”

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“It feels like ‘home’ - support, supervision, access to training and career progression are second to none.”

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“I continue to be excited about our improvement plans and working for an organisation where good outcomes for children are our focus.”

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“The innovative changes taking place in Slough are redefining and redesigning the services offered to children and young people.”

# Why we think you’ll love working for us

Slough Children First is an exciting place to be. We’re on a journey to improve services to vulnerable children and their families in Slough and we’re making great progress. We want to be the best and we’re looking for people with the skills, drive, energy and ambition to help us get there!

Here are some of the reasons our existing staff love working here:

* Market supplement of up to £5,600 for frontline social workers, depending on role
* Retention reward of £1,000 after 18 months for frontline social workers
* Relocation packages
* Manageable caseloads
* Clear career pathways
* Excellent training and development opportunities
* Access to the Blue Light card offering discounts at hundreds of high street and online stores
* New social work operating model
* Use of electric pool cars and bikes
* Staff recognition
* Flexible working
* Agile working supported by technology
* Friendly working environment and great colleagues
* Less than 20 minutes by train to Central London
* Terrific central location (close to M4, M40 and M25)

On top of all that, Slough is one of the most diverse places in the country outside of London and a great place to live or work. In fact it’s the best place to live or work according to a survey by Glassdoor. Pleasant environments, above average salaries and a lower cost of living, mean an increased quality of life for employees.

If you’re looking for a new challenge and want to be part of an exciting journey to turn children’s services around in Slough then come and join us.

# Safeguarding

Slough Children First works within the statutory guidance, Working Together to Safeguard Children 2018, and all our policies and procedures can be viewed at:

https://www.proceduresonline.com/berks/slough/index.html

Sometimes we may need to share information and work in partnership with other agencies, when there are concerns about a child’s welfare. We will ensure that our concerns are discussed with parents/carers first, unless we have reason to believe that such a move would be contrary to the child’s welfare.

The GDPR and Data Protection Act 2018 place greater significance on organisations being transparent and accountable in relation to their use of data. All organisations handling personal data need to have comprehensive and proportionate arrangements for collecting, storing, and sharing information.

The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.

We actively support the Government’s Prevent Agenda to counter radicalism and extremism.