

## Education & Finance Business Manager (MPR7)

EVIDENCE FOR PROGRESSION TO LEVEL 7A	EVIDENCE FOR PROGRESSION TO LEVEL 7B	EVIDENCE FOR PROGRESSION TO LEVEL 7C
<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Certification evidence to be provided at interview stage.</li> </ul>	<u>Qualifications:</u>	<u>Qualifications:</u>
<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Evidence expert knowledge of Local Authority ways of working and procedures in relation to Finance through application statement and responses to competency interview questions.</li> <li>• Evidence developed knowledge of GDPR and data sharing principles through application statement and responses to competency interview questions.</li> <li>• Evidence good knowledge of team management strategies through application statement and responses to competency and scenario based interview questions.</li> <li>• Evidence good knowledge of statutory reporting duties in relation to local government finance, through application statement and responses to competency interview questions</li> <li>• Evidence expert knowledge of general financial systems and budget monitoring processes through application statement and responses to competency interview questions.</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Provide 3 examples which demonstrate an expert knowledge of Medway's financial policies and procedures and how this was applied in those examples.</li> <li>• Evidence knowledge through discussion with manager in 1:1</li> <li>• Provide 3 examples which demonstrate your expert knowledge of Integra and budget monitoring processes and how this was applied in those examples.</li> </ul>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Provide 3 examples which demonstrate expert understanding of statutory reporting duties in relation to local government finance and how this was applied in those examples.</li> <li>• Provide 3 examples of tasks/work where you have demonstrated expert knowledge of finance and accounting principles related to local government finance and what that included and how this was applied in those examples.</li> </ul>

<p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>		
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Evidence experience of working within a finance environment at a senior level, through application work history, references and examples given at interview.</li> <li>• Evidence experience of managing a team to deliver agreed outcomes through application and examples given at interview.</li> <li>• Evidence experience of working in a pressured environment to meet multiple deadlines through responses to interview questions.</li> <li>• Evidence experience of delivering finance related reports to a range of stakeholders, through examples provided at interview.</li> <li>• Evidence experience of using financial data to inform service delivery through application statement and examples provided at interview.</li> <li>• Evidence experience of developing processes to enhance the output of a team through examples given in application and at interview.</li> </ul>	<p><u>Experience:</u></p> <p>18 months satisfactory performance at level A.</p> <ul style="list-style-type: none"> <li>• Discussion with manager highlighting 2 examples of where HR Policy or Procedures have supported the management of complex staff situations, providing any supporting documentation e.g. occupational health reports, meeting notes, correspondence with Employee Relations team or HR Advice.</li> <li>• Provide relevant examples of where you've taken the lead in developing policies and procedures and what that role was. Highlight in writing and supporting documentation where your specific contribution was made, outcomes and impact.</li> <li>• Provide relevant examples of stakeholder management outlining approach taken and outcomes, include any supporting documents/correspondence that support this.</li> <li>• Provide 3 examples where you have identified and managed financial risk outlining approach taken and outcomes, include any supporting documents / correspondence that support this.</li> </ul>	<p><u>Experience:</u></p> <p>18 months satisfactory performance at level B.</p> <ul style="list-style-type: none"> <li>• Provide 3 examples where you have identified and managed financial risk outlining approach taken and outcomes, include any supporting documents / correspondence that support this.</li> <li>• Provide 3 examples of providing advice and guidance on complex financial policies and procedures. Include any supporting documents/correspondence that support this.</li> </ul>
<p><u>Skills:</u></p>	<p><u>Skills:</u></p>	<p><u>Skills:</u></p>

<ul style="list-style-type: none"> <li>• Evidence ability to work independently within clear guidelines and regularly use initiative to make decisions without the input from senior management through examples provided at application and at interview.</li> <li>• Evidence expert communication skills with the ability to present complex financial information in an understandable way to a range of audiences through examples provided at interview and in response to scenario based questions.</li> <li>• Evidence ability to provide advice and guidance on the financial impacts and risks around service changes through examples from previous work and through response to competency based interview questions.</li> <li>• Evidence ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or competing demands through examples provided in application and during interview.</li> <li>• Evidence developed ICT skills, including use of financial management systems, Microsoft packages through examples of where these have been used in your previous work during interview.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide evidence of leading on the medium-term financial outlook process for Education &amp; SEND.</li> <li>• Provide 3 examples of specific training provided.</li> <li>• Provide a written statement or through a discussion with manager outlining effective quality assurance across the systems and processes whilst maintain accuracy and meeting deadlines. Include any supporting documents / correspondence that support this.</li> <li>• Provide evidence of specific contribution towards the Education &amp; SEND Service Improvement Plan process.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a written statement or through a discussion with manager outlining effective management of time pressured tasks, ensuring wellbeing of staff and service delivery outlining approach taken and outcomes, include any supporting documents / correspondence that support this.</li> <li>• Provide 3 examples of collaborative working with identify savings and financial efficiencies outlining approach taken and outcomes, include any supporting documents / correspondence that support this.</li> <li>• Provide 3 examples of presenting financial updates / information to the Education Management Team (EMT).</li> <li>• Provide relevant examples of where you've taken the lead in relation to the finance in the Education &amp; SEND Service Improvement Plan, include any supporting documents/correspondence that support this.</li> </ul>
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