# Context statement

Job title: Team Leader

Directorate/Service/Team: People – Children’s - Central Business Support

## Organisation structure

Reporting to: Team Manager

Responsibility for: The management and supervision of staff under the overall direction of the team manager. The payment, processing, reconciliation and audit of financial activity for central and specific finance functions across all areas of Children’s Services in accordance with current legislation, policy and practice.

## Context of work

The experience, knowledge and skills required for this role are specified in detail in the

Person Specification and Job Description. However, in summary, this post will be

responsible for, but not limited to, financial elements of work around one or more of

the following:

* Special Guardianship orders/Adoption payments
* Supported Lodging payments
* Birth to Settled Adulthood Direct payments
* SACRE funding administration
* Graduate Leader and Childcare funding
* Permanent Exclusion (PEX) funding
* P-card reconciliation
* Adoption Payments
* Payments regarding Children in Care
* Freelance payments
* Commissioned Provisions (Independent Agencies, Independent Specialist Provisions and Alternative Provisions)

## Travel requirement

The position has an occasional travel requirement to attend meetings or training.

## Other information

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

Due to the sensitive nature of the work across Children’s there is a requirement for a DBS Basic Check.

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| **Context statement prepared by:** |
| Manager | Kelly Henry | Date | 26/03/2025 |