

35173 Finance Training for school Business Managers

How is Finance Training for school Business Managers provided?

There is a variety of Finance training available. The format of training includes, in person/virtual training courses with participation, pre-recorded training sessions, narrated Power Point presentations, training modules via our digital learning platform, short Bitesize training sessions on specific topics/issues, shadowing and buddying arrangements with experienced Business Managers and peer to peer support through Teams Forums.

In addition, there are financial guides, policies and procedures available on our intranet and a Business Manager Toolkit that includes resources that cover all aspects of the role including Finance. Centrally based staff can be contacted and are available to answer specific questions that may arise and there is ongoing helpdesk support from our HR, Finance and Procurement teams.

Finance Systems Training provided from Corporate Services previously known as Resources Directorate:

From 2011 to mid-2016 finance systems training as below:

- Background to Revenue Budgets – eLearning
- Revenue Budget Monitoring using Frontier (budget management system) – classroom-based course
- Frontier Advanced Workshop – classroom-based course
- Schools Employee Costs Forecasts – classroom-based course
- Oracle iProcurement Essentials for Approvers – eLearning
- Oracle iProcurement Essentials for Requisitioners – classroom-based course

From 2016 finance systems training as below:

- Background to Revenue Budgets – eLearning
- Revenue Budget Monitoring using Frontier (budget management system) – classroom-based course
- Oracle iProcurement Essentials for Approvers – eLearning
- Oracle iProcurement Essentials for Requisitioners – classroom-based course
- School Business Managers forecasting workshops – classroom-based course
- Optional Drop-in sessions for those Business Managers to do financial monitoring.

From January 2021 finance systems training modules were all reviewed, redeveloped and phased in as below:

- Background to Revenue Budgets – eLearning
- Frontier – eLearning

- Oracle iProcurement Essentials for Approvers – eLearning
- Oracle iProcurement Essentials for Requisitioners – online course

Who provides the Finance Training for school Business Managers?*

*If the training is done in-house, which team within the council does the training? (directorate, job title and grade please). If the training is outsourced to an external company who provides this?

Training is provided in-house by a variety of suitably experienced staff from our Education and Children's Services and Corporate Services departments.

Corporate Services previously known as Resources Directorate

From 2011 to mid-2014:

- Finance Officer – Grade 6 in Resources Directorate, Finance Department (Systems Administration Group)
- Finance Manager -Grade 8 in Resources Directorate, Finance Department (Systems Administration Group)

From mid-2014 to mid-2016:

- Accounting Technician – Grade 6 in Resources Directorate, Finance Department (Service Improvement and Staff Development)
- Assistant Service Improvement and Staff Development Manager - Grade 8 in Resources Directorate, Finance Department (Service Improvement and Staff Development)

From 2016:

- Learning and Development Adviser – Grade 6 Resources Directorate, HR (Learning and Development)
- Accounting Technician – Grade 6 in Resources Directorate, Finance Department

From January 2021 to Date:

- Learning & Development Adviser (Financial Systems) – Grade 6 in Corporate Services Directorate (Financial Systems Team)
- Senior Change & Delivery Officer (Financial Systems) - Grade 8 in Corporate Services Directorate (Financial Systems Team)