



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Commissioning Finance Specialist (Adult Social Care)
Service	Adult Social Care
Team	Strategic Commissioning
Location	Hybrid - Civic Offices Shute End and remote working as required
Reports to	Head of Strategic Commissioning
Worker Style	Hybrid - Remote working with attendance at Council offices as and when required
Responsible for	No direct line management responsibility
Grade	SM1
Contract Type	Fixed Term - 1 year, 0.4 FTE

Main Accountabilities	
1.	Shape and influence pricing strategy and commissioning decisions at a system level, ensuring alignment with the Council's financial strategy, statutory responsibilities and adult social care priorities.
2.	Lead the development, implementation and ongoing refinement of cost modelling and pricing methodologies across adult social care, ensuring consistent, evidence-based approaches to fee setting, market assurance and financial robustness.
3.	Lead annual cost of care exercises to ensure the Council is paying appropriately for care, covering framework providers as well as other care markets such as residential care, nursing care and other service types across a range of client groups.
4.	Provide authoritative specialist analysis, modelling, benchmarking and provider challenge to support defensible decisions, value for money, recovery of overpayments where identified, and targeted use of limited funding.
5.	Assess provider financial viability and market risks, identifying early warning indicators and supporting proactive management of provider failure risks and wider market sustainability across adult social care.
6.	Identify, quantify and support delivery of savings, cost avoidance and efficiencies, contributing to Medium Term Financial Plan targets and financially sustainable service models.
7.	Provide specialist financial leadership to transformation programmes, procurement activity, business cases and service redesign by developing financial models, options appraisals and commercial insight to enable evidence-based decisions.





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8.	Work with commissioning, procurement, finance and provider colleagues to strengthen market assurance, pricing methodology, regulatory compliance and financially informed service development across all adult social care markets.
9.	Provide authoritative specialist advice and prepare reports, briefings and recommendations for senior leaders and decision-makers on pricing, market risks, financial pressures, regulatory context and value for money considerations.
10.	Ensure continuity and sustainability of specialist financial expertise within the service, reducing reliance on temporary arrangements and improving the consistency and impact of financial insight on commissioning decisions.

Person Specification	Essential	Desirable
Education/Qualifications	Degree level qualification or equivalent relevant professional experience in finance, commissioning, procurement or a related field.	Relevant professional qualification in finance, accountancy, commissioning, procurement, contract management or commercial analysis.
Experience	Significant experience of applying financial analysis and commercial insight within commissioning, social care, public sector finance, procurement or market management. Experience of pricing, fee setting, cost modelling, benchmarking, cost of care work and provider challenge.	Experience of adult social care commissioning, provider negotiations, transformation programmes, presenting to senior boards or members, and working within local government or across wider systems.
Skills/Knowledge	Strong analytical, numerical and problem-solving skills Ability to interpret complex financial and market information Ability to influence and challenge senior stakeholders, including commissioners, finance leads and providers, using evidence-based analysis Strong commercial acumen with understanding of provider cost drivers and market behaviours Ability to work independently, prioritise effectively and operate in a complex and ambiguous environment Ability to present complex financial, commercial and market information clearly and persuasively to senior leaders and decision-makers Ability to apply professional judgement to complex, sensitive and sometimes contested pricing and market issues, ensuring recommendations are evidence-based, proportionate and defensible Sound knowledge of value for money, financial assurance, market sustainability and relevant regulatory context.	Knowledge of adult social care funding arrangements, procurement regulations, Fair Cost of Care requirements and wider cost modelling approaches relevant to care markets.

Purpose Details





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Service Purpose	The Strategic Commissioning service leads the planning, shaping and assurance of adult social care services to support sustainable, high-quality provision and effective use of public resources.
Role Purpose	To provide authoritative specialist finance and commissioning leadership that strengthens the Council's approach to pricing, market assurance, value for money and financially robust commissioning decisions across adult social care. Working across all adult social care markets, the post bridges commissioning and finance to ensure consistency in pricing, financial assurance and market intelligence, and provides expert advice to senior leaders on financially sustainable and legally defensible approaches. The role will be measured by the quality, robustness and impact of financial insight on commissioning decisions, market sustainability and value for money outcomes.
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships

Supervision Received	The post holder works with a high degree of professional autonomy within broad strategic priorities and receives strategic direction and oversight from the Head of Strategic Commissioning.
Supervision Given	No direct line management responsibility, but the post holder provides expert professional advice, specialist challenge and methodological guidance to colleagues across commissioning, finance, procurement and related programmes.
Contacts	Regular contact with commissioning managers, heads of service, procurement colleagues, finance business partners, senior managers, operational services and external providers to lead, influence and advise on pricing, cost modelling, market risks, financial assurance and commissioning decisions.

Resources/Budget Management

The post holder is not responsible for a delegated budget but has a significant role in shaping pricing decisions, informing fee setting, supporting cost avoidance and savings opportunities, contributing to Medium Term Financial Plan delivery, and strengthening financially robust commissioning decisions across adult social care.

Special Requirements

Hybrid working with regular display screen equipment use and attendance at Council offices and meetings as required. Occasional travel may be required. This post is not expected to require DBS clearance and is not anticipated to be politically restricted, subject to formal HR confirmation.





Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Occasional
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	Y
Work Environment Details	Office-based and hybrid working environment with meetings across Council settings and occasional provider-facing work.

Role Involvement	Details
Working with Children	N





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Working with Vulnerable Adults	Y
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y

Disclosure and Barring Service (DBS) Details

DBS Requirement	N/A - subject to formal HR confirmation
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks

No regular re-checks required unless determined through formal HR or safeguarding processes.

Evaluation Declaration

Date of Evaluation:	June 2026
Evaluated by:	HR Team

