

Kent County Council

Job Description: *Special Educational Needs Inclusion Fund (SENIF)* *Finance Assistant*

Directorate:	Children, Young People and Education
Unit/Section:	Special Educational Needs and Disability (SEND)
Grade:	KR8
Responsible to:	SENIF Finance Manager

Purpose of the Job:

To provide a professional financial and data information support function within the Children Young People and Education Service (CYPE) including management information systems, to ensure the Special Educational Needs Inclusion Fund (SENIF) is effectively and accurately controlled. To monitor Private, Voluntary, and Independent (PVI) Pre-School settings and maintained Nursery costings and provision as stated within the SENIF applications. To carefully monitor allocated provision for individual children in receipt of SENIF in the PVI and maintained sector ensuring that funds are benefiting the nominated pupil in the correct setting to allow them to make appropriate educational progress. To ensure the pupil funding database system (Synergy) is accurately maintained.

Main duties and responsibilities:

- To support the SENIF Finance Manager to manage the SENIF process on a day-to-day basis. Including contributing to shaping and developing the SENIF offer.
- Deputise for the SENIF Finance Manager in times of absence including but not limited to preparing for and attending meetings to partake in discussions, undertake decisions around Early Years Outreach and record Outcomes.
- To maintain management systems to comply with set criteria established by the Local Authority (LA) to assess SENIF applications for pre-school children with the most severe and complex SEN in PVI Pre-School Settings and Maintained nurseries.
- To allocate SENIF to PVI Pre-School Settings and maintained nurseries in accordance with the set criteria established by the LA for each dimension of need. To ensure accurate financial accounting of monies held and expenditure incurred on behalf of SEN department.
- To track the agreed provision and deployment of resources for pre-school children with SENIF funding in PVI Pre-schools and Maintained Nurseries across the county, ensuring funding is allocated to correct provision and arranging recoupment of funding if the child changes provision or moves setting.

- Liaison with Early Years colleagues for accurate pupil tracking of Free Early Education Entitlement, Disability Access Fund (DAF), Early Years Pupil Premium funding and Admissions for deferred entry to statutory education.
- To track pre-school aged children with high needs/SENIF funding in real time in accordance with regulatory regime.
- Analyse information systems and other data to develop and prepare reports to assist the SENIF Finance Manager.
- To ensure the Pupil Student Services database system (Synergy) is accurately maintained, incorporating new modules as they are developed and implemented. Provide evidence in management information systems to ensure details are valid for audit trails.
- To robustly maintain local authority databases including Synergy on a 'live' basis, ensuring all records are kept up to date and accurate ensuring that any errors are corrected to ensure a high level of data quality.
- Undertake specific project work relating to the SENIF offer as directed by the SENIF Finance Manager and/or the SEND Support and Inclusion Manager.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *SENIF Finance Assistant*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Educated to NVQ level 3 or equivalent appropriate qualification in Business Administration (including at least GCSE Mathematics and English grade 4 to 9).• A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.
EXPERIENCE	<ul style="list-style-type: none">• Demonstrable experience and understanding of the complexity of finance.• Experience or understanding of special educational needs provision for individual children to meet a range of needs.• Experience of working in an Early Years Pre-school Setting.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to use formulas to create and maintain accurate data recording systems and process tracking documentation.• Ability to manipulate data and present financial information in a range of styles.• Ability to operate and develop computerised activity and management information systems.• Excellent interpersonal skills to forge and maintain easy effective working relationships particularly with bursars/finance staff and Pre-School Managers/SENCOs and Head teachers of maintained nurseries and Specialist Nursery Managers.• Ability to work to a minimum of supervision, confident to use own initiative and to use analytical and creative skills for imaginative development of working systems.• Commitment to equalities and a respect for diversity.• Can do approach and attitude.• Accountable, taking personal and professional responsibility for our actions, performance, and the Council's money.
KNOWLEDGE	<ul style="list-style-type: none">• Considerable working knowledge of Excel and other MS packages.• Demonstrable understanding of the complexity of finance.• Knowledge of Early Childhood Development• Knowledge of the Equalities Act and recent legislation of Early Years and SEND.

KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
--	--