

Kent County Council

Job Description: *Accountant Level 2*

Directorate:	Chief Executive's Department
Unit/Section:	Finance Division / SHNEY
Grade:	KR10
Responsible to:	Schools, High Needs and Early Years Manager

Purpose of the Job:

Support the Schools, High Needs and Early Years Manager in the calculation, publication and payment of school's budgets, distribution of high needs budgets and payment to private, voluntary and independent (PVI) Early Years provider budgets in accordance with all relevant legislation and KCC strategies, policies and procedures.

Maintain close working partnerships with the Council's key stakeholders including Cabinet Members, Senior Officers, relevant Government Departments and Kent Headteachers and Governors.

Main duties and responsibilities:

- Lead on the implementation of early years funding arrangements for Kent's early years providers. Ensuring adherence to DSG conditions of grant and operational guidance particularly pass through requirements.
- Ensure appropriate funding is in place to support the free entitlements overseen by the authority.
- Calculate funding rates for individual provisions taking due account of affordability and conditional funding streams such as deprivation and quality.
- Develop and maintain appropriate systems and mechanisms to ensure correct payments are made to providers and prepare forecasts for such spending.
- Support in year-end processes.
- Assist in the completion of the various budget related government returns (e.g. Section 251).
- Conduct budget monitoring meetings with Budget Managers and contribute as necessary to the monitoring of the budget.
- Assist in the preparation of funding templates and guidance, by showing an understanding of the funding arrangements and the means by which they are communicated externally.
- Prepare data for ad hoc requests, FOI questions and other purposes such as the schools budget build to assist in the effective operation of the team.

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

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Person Specification: *Accountant Level 2*

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 4 (e.g. AAT) or equivalent in an accountancy/statistical/mathematical subject, and/or proven ability to do the job
EXPERIENCE	<ul style="list-style-type: none">Working in a finance environmentWorking effectively with Early Years providers, Headteachers, Governors and School Bursars
SKILLS AND ABILITIES	<ul style="list-style-type: none">Excellent written and verbal communication skillsExcellent organisational and planning skillsInterpretative skillsIT Skills in MS Office and web based programmesAbility to maintain confidentialityAbility to meet fixed, non-negotiable deadlines and still maintain high quality standardsAble to demonstrate a high level of personal resilience and focus in order to ensure the delivery of excellent services
KNOWLEDGE	<ul style="list-style-type: none">Basic understanding of the local Finance Scheme for Schools, the local Formula for Schools and PVI's and a knowledge of the working practices within schools and Early YearsExcellent spreadsheet skills and a knowledge of the Authority's accounting systemAwareness of data protection and confidentiality issues
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 challengeWe are curious to innovate and improveWe are compassionate, understanding and respectful to allWe are strong together by sharing knowledgeWe 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>
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