

Kent County Council

Job Description: *Finance and Information Officer*

Directorate:	Children, Young People and Education
Unit/Section:	Special Educational Needs and Disability (SEND)
Grade:	KR9
Responsible to:	SEND Finance and Information Team Manager

Purpose of the Job:

To provide a professional financial and data information function within Special Educational Needs and Disabilities (SEND), to ensure the Special Educational Needs Finance and Information provision is effectively and accurately controlled. To ensure effective budget management in the short to medium term.

Main duties and responsibilities:

- To maintain and develop management systems to comply with statutory/legislative and regulatory requirements ensuring the Local Authority discharges its statutory responsibilities.
- To ensure KCC standards for commissioning compliance, contract management and GDPR legislation are met.
- To track student funding in real time in accordance with regulatory regime.
- Ensure robust forecasts are maintained to enable effective short to medium-term planning.
- To supervise a team of SEND Finance and Information Assistants within the SEN Service, providing cover for colleagues where necessary and ensuring workloads are managed effectively.
- Analyse information systems and other data to develop and prepare monthly reports to assist the SEN function and relevant Budget holders in the preparation and control of the Revenue Budget.
- Produce budget reports and provide management advice about expenditure, costs, activity levels and commitments. Ensuring the identification of changing patterns of expenditure and demand and forward planning. Prepare and produce accurate end of year transaction reports for the closure of accounts to meet legislative requirements.
- To provide SEND managers with advice and guidance on cost, financial risk, tribunal appeal cases, project impact and procurement. Where appropriate to provide similar advice to schools and F.E Colleges e.g. on establishing financing and monitoring of SEND provision. Ensure the appropriate statistical information is produced.
- To ensure the accurate recording of pupil movements between Kent and other Local Authorities to ensure that all expenditure commitments are recorded, full cost recovery and all recoupment income is collected on a timely basis.
- 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.

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: *Finance and Information Officer*

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"> Level 4 Diploma (or equivalent) and/or holding or working towards a full professional qualification e.g. A.A.T. with extensive experience in a relevant field
EXPERIENCE	<ul style="list-style-type: none"> Significant demonstrable experience and understanding of the complexity of finance in SEND to meet the duties and responsibilities
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to operate and develop computerised activity and management information systems and an ability to competently advise on budgetary matters Ability to communicate effectively both orally and in writing are essential for effective analysis, translation, distribution, and representation of complex data Excellent people skills to advise senior managers, consult with Finance, Personnel, Information Systems Group and other Service Units, forge and maintain easy effective working relationships Ability to manage staff and good organisational skills for the effective time management of work 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
KNOWLEDGE	<ul style="list-style-type: none"> Local Authority Finance and Management Information Database systems
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>
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Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making