

Kent County Council

Job Description – Finance Monitoring and Quality Assurance Officer

Directorate: Children, Young People and Education
Unit/Section: Fair Access – Admissions and Transport
Grade: KR9
Responsible to: Transport Eligibility Operations Manager

Purpose of the Job:

To provide comprehensive support to the Head of Fair Access and Lead Service Managers in the planning and monitoring of the service's budgets. Supporting the service to identify, plan, implement and maintain cost saving projects and to reinforce and maintain the integrity of the budget.

To support the effective operation of Fair Access, including providing direct business support to the Head of Fair Access and Lead Service Managers where necessary.

Main Accountabilities

- Liaise with Fair Access managers to ensure the service can submit timely and accurate Monthly Collaborative planning forecasting meetings. Support the Head of Fair Access to ensure a full understanding of all significant drivers of budgetary activity.
- Support with the implementation, monitoring and maintenance of money saving initiatives, including the tracking of arrangements, payments and supporting evidence provided by stakeholders. Assist with the growth of such projects and the implementing/maintenance of contracts in this regard. Maintain oversight to the level required for the dynamic nature of project budgetary needs, able to adapt to changes and reassess the viability of projects when needed.
- Monitor and analyse spend on Home to School/College Transport budgets (including Mainstream Home to School Transport, SEN Home to School Transport, Personal Transport Budget, 16+ Travel Saver Card and Independent Travel Training budgets).
- Keep detailed records to ensure transactions against the budgets are correct, and income to the budgets is received.
- Develop a firm understanding of the PTB process to offer support to the PTB Officer when necessary. Take the lead in ensuring debts to the budget are monitored and recovered as far as possible. Liaise with Fair Access Officers, the Head of Service and Sundry Debt on an ongoing basis, keeping detailed records of all actions and decisions taken.
- Monitor and assess Education Programme budgetary spend. Collaborate with the Virtual Learning Platform Coordinator, analysing the needs of the project and associated costs. Ensure income for tuition services provided by the Education Programme is correctly charged and received into the budget.

- Monitor individual transactions across Fair Access budgets to ensure the service maintains an auditable record of activity. Work closely with managers to keep costs down while ensuring income to the budget is correctly charged and received, including but not limited to income from Admissions Appeals and charges to schools for calculating distances.

Store, analyse and report information as appropriate to ensure compliance with reporting requirements. Research, co-ordinate and analyse data relating to Admissions and Transport as appropriate and necessary, providing regular financial reports and returns as required to the Head of Service. Identify areas of risk and implement measures to reduce these.

- Provide adhoc business support to the Head of Service and Lead Service Managers as needed. Ensure service wide adherence to KCC's purchasing procedures.
- Build and maintain a network of contacts with both outside agencies and within KCC in order to ensure an exchange of information and development of good practice regarding all relevant issues relating to service support activity.
- Any other responsibilities commensurate with the role

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.

Kent County Council

Person Specification: Finance Monitoring and Quality Assurance 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"> NVQ Level 3 (or equivalent) in Business or Management
EXPERIENCE	<ul style="list-style-type: none"> Experience of managing budgets Experience of reporting mechanisms Experience of using budget management software Experience in analysing, validating and reporting on management information data in line with business needs, external funding agencies and other stakeholders
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to motivate, develop and lead a team. Excellent IT skills with a working knowledge of Microsoft Office packages particularly Word, Access, Excel and PowerPoint. Ability to prioritise work to meet required deadlines. Excellent interpersonal skills and communication skills; must be able to communicate effectively at all levels Ability to work on own initiative and as part of a team to produce required end results. <p>Proven business administration and management skills</p>
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of financial procedures and monitoring protocols Clear understanding of performance management procedures. Knowledge and understanding of spreadsheets and database packages. Knowledge of project management
BEHAVIOURS	<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>
--	--