

## Kent County Council

### Job Description: Senior Accounting Technician

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| <b>Directorate:</b>    | <b>Chief Executive's Department</b>                  |
| <b>Unit/Section:</b>   | <b>Finance / Schools, High Needs and Early Years</b> |
| <b>Grade:</b>          | <b>KR9</b>   |
| <b>Responsible to:</b> | <b>Schools, High Needs and Early Years Manager</b>   |

#### **Purpose of the Job:**

Provide finance support to the Schools Budget Team to fulfil the Council's statutory financial responsibilities in relation to the Schools Budget including the calculation, publication and payment of schools budgets, distribution of high needs budgets and payment to private, voluntary and independent (PVI) Early Years provider budgets. The role includes maintaining relevant databases and data sources, financial analysis, and technical IT support

#### **Main duties and responsibilities:**

1. Assist in the process of making payments to early years providers in order to deliver timely payments in accordance with the formula described in the Section 251 statement. Reconciling such spend across Oracle AP Oracle GL and APSA to provide assurance of the accuracy of payments, resolving issues as necessary.
2. Assist in the preparation of forecasts for SEN budgets, particularly Post 16 – ISP and other local authority maintained provisions. Making sure that adequate and accurate information is available for forecasting purposes.
3. Delivering ad hoc adjustments to school block budgets. In particular relating to national non domestic rates PFI and exclusions. Satisfying the needs of the schools operational guide in respect of such adjustments.
4. Assist with the calculation of individual school and PVI early year provider budgets with a particular focus on national non domestic rates costs. In order to meet the statutory function of the authority to publish provider budgets.
5. Provide accounting technician support to the team including maintaining the schools funding forum cost centre recharges to childrens centres and similar tasks to ensure the correct use of budgeted funds.
6. Lead within the team on maintaining areas of KELSI related to team activities, in order to meet publishing requirements.
7. Assist with the calculation of individual school and PVI early year provider budgets with a particular focus on national non domestic rates costs. In order to meet the statutory function of the authority to publish provider budgets.
8. Assist with the maintenance of appropriate systems and mechanisms to ensure correct advances/payments are made to schools and early year providers each

month to ensure reconciliation between these, the cash limit control, and the Authority's accounting system.

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.

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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.

|                                   | <b>CRITERIA</b>  |
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| <b>QUALIFICATIONS</b>             | <ul style="list-style-type: none"><li>• Educated to A level or equivalent (e.g. NVQ Level 4) and preferably working towards a professional qualification and/or proven ability to do the job</li></ul>   |
| <b>EXPERIENCE</b>                 | <ul style="list-style-type: none"><li>• Experience of working within a finance environment</li><li>• Experience of producing and analysing statistical information</li></ul>   |
| <b>SKILLS AND ABILITIES</b>       | <ul style="list-style-type: none"><li>• High levels of interpersonal and communication skills, both orally and in writing</li><li>• The necessary tact, sensitivity and political awareness to negotiate/work with Senior Officers, Heads of Service and Budget Managers</li><li>• Excellent IT skills (including use of spreadsheets, word processing and presentation software) to be able to handle both the calculation of complex financial models and presentation of the results in a clear and understandable format</li><li>• Ability to meet fixed, non-negotiable deadlines and still maintain high quality standards</li><li>• Able to establish strong positive relationships including a relationship of both personal and professional credibility across the organisation</li><li>• Able to demonstrate a high level of personal resilience and focus in order to ensure the delivery of excellent services.</li></ul> |
| <b>KNOWLEDGE</b>                  | <ul style="list-style-type: none"><li>• 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</li><li>• Excellent spreadsheet skills and a knowledge of the Authority's accounting system</li><li>• Awareness of data protection and confidentiality issues.</li></ul>  |
| <b>BEHAVIOURS AND KENT VALUES</b> | <p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>   |