

Kent County Council

Job Description: *Finance and Information Assistant*

Directorate: Children, Young People and Education

Unit/Section: SEN & Resources

Grade: KR6

Responsible to: FIO Finance & Information Officer

Purpose of the Job:

- To Provide a high quality financial support function under the direction of the Finance & Information Officer. To maintain Special Educational Needs (SEN) financial systems and processes, using technical finance expertise, to ensure the Local Authority is able to discharge its statutory obligations under the Children & Families Act 2014.

Main duties and responsibilities:

- Maintain and regularly update shared financial & non-financial spreadsheets, collating data from numerous sources to provide assistance to SEN Managers with budget monitoring and decision making.
- To accurately record and track all expenditure and income commitments in a timely manner and in accordance with documented procedures.
- Processing and tracking payments to suppliers utilising in-house KCC systems to ensure accurate records are maintained for audit and forecasting.
- To support the Finance & Information Officers with the closedown process at year end, to ensure the correct expenditure and income is put into the correct financial year in-line with KCC's audit deadlines.
- To maintain CPD in all relevant SEN funding mechanisms so that appropriate checks and balances can be maintained throughout tasks typical of the role.
- To keep accurate and timely records across all SEN budgets to assist the Finance & Information Officers with monthly forecast planning.
- To provide cover for other FA team members in response to a line management request.

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 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	Educated to A level or equivalent level 3 qualification.
EXPERIENCE	Or demonstrable experience of working in a finance setting with relevant skillsets. Previous experience of KCC systems would be beneficial.
SKILLS AND ABILITIES	The ability to effectively use computerised management information systems and the Microsoft suite, primarily Excel. The ability to demonstrate commitment to achieving team targets and meeting timescales. Good interpersonal skills to work as part of a team facing high volume and tight timescales. The ability to learn new and accurately interpret complex finance scenarios relevant to SEN. The ability to communicate effectively both orally and in writing; dealing appropriately with external partners including other Local Authorities and schools. The ability to prioritise own workload and to work to deadlines.
KNOWLEDGE	An existing knowledge of Kent County Council's internal systems and controls would be beneficial, though training can be provided. An intermediate level of Microsoft Excel. An awareness of Data Protection and confidentiality issues.

**KENT VALUES
AND CULTURAL
ATTRIBUTES**

Kent Values:

- 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

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

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