

Kent County Council

Job Description: *Finance 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 and 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 and Families Act 2014.

Main duties and responsibilities:

- Maintain and regularly update shared financial and 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 and 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 and 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 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	<ul style="list-style-type: none"> Educated to A level or equivalent level 3 qualification or demonstrable experience of working in a finance setting with relevant skillsets
EXPERIENCE	<ul style="list-style-type: none"> The ability to effectively use computerised management information systems and the Microsoft suite, primarily Excel
SKILLS AND ABILITIES	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> An awareness 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 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>
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