

Kent County Council

Job Description: *Finance & Information Assistant*

Directorate: Children, Young People and Education

Unit/Section: SEN & Resources

Grade: KR5

Responsible to: FIO Finance & Information Officer

Purpose of the Job:

To provide a high quality financial and data information support function under the direction of the Finance & Information Officer. To maintain Special Education Needs (SEN) financial and data systems which ensure the Local Authority is able to discharge its statutory obligations under the Children & Families Act 2014.

Main duties and responsibilities:

- To ensure the accurately and timely maintenance of the pupil database system (Impulse) to ensure that all expenditure commitments are recorded and to ensure full cost recovery (recoupment) on a timely basis.
- To maintain and regularly update shared financial & non-financial spreadsheets, collating data from various different sources to provide assistance to SEN managers with budget monitoring and decision making.
- To process invoices received, checking for authorisation, coding, recording and passing for payment. Checking with KCC financial systems to ensure that invoices are paid on time and within KCC deadlines.
- To order/track specialist equipment supplied to pupils, including updating the Asset Register and liaising with schools for delivery and recovery, re-allocating where possible to ensure greater efficiency of purchases.
- To support Finance & Information Officer with closedown of accounts at year end, to ensure the correct expenditure/income is put into the correct year in line with KCC's accounting procedures.
- To provide cover for other FIO team members in response to a line management request.
- To carry out all finance activities appropriate to the role as required by the Finance & Information Officer

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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Person Specification: *Finance & 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 equivalent, level 3 qualification.
EXPERIENCE	Proven experience of working in a SEN finance environment. Be familiar with the ordering of equipment for children with SEN. Have working knowledge of Oracle and Iproc, be adept at Spreadsheets, using Excel.
SKILLS AND ABILITIES	Ability to effectively use computerised management information systems. Ability to communicate effectively both orally and in writing. Good interpersonal skills to work as part of a team facing high volume/tight timescales and to respond appropriately to communication from Headteachers. Ability to demonstrate commitment to achieving team targets within timescales
KNOWLEDGE	Good standard of Excel
BEHAVIOURS AND KENT VALUES	Kent Values: <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