



# North Northamptonshire Council

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|--------------------|-----------------------------------------------|----------------------|--------------------------------|
| <b>Job title:</b>  | Senior Finance and Data Officer               | <b>Service area:</b> | Travel to School               |
| <b>Reports to:</b> | Contracts, Compliance and Finance Team Leader | <b>Section:</b>      | Place and Economy / Highways   |
| <b>Date:</b>       | July 2026                                     | <b>Authority:</b>    | North Northamptonshire Council |

## 1. Purpose of job

- The role is responsible for receiving, obtaining, collating and analysing data for the Travel to School (T2S) service to enable the costs of the service to be correctly accounted for and to provide clear information that supports management decisions. The data relates to the costs of the service as well as utilisation by the various cohorts of service users (children and young people as well as adult service users)
- The role will perform and oversee all key, day to day, finance functions of the service.
- The role will supervise the day to day work of a Commercial Assistant.

## 2. Job context

The T2S team is located within the Place and Economy directorate, benefiting from its close operational ties with the Highways section. This positioning supports efficient service delivery and strategic alignment within wider council infrastructure planning.

The T2S team provides daily transport services for approximately 1500 children with SEND and 4000 mainstream children (those who attend non-SEND school settings) to their school settings.

The role will be responsible for handling large quantities of data on a daily basis, all of which are sensitive and subject to the highest level of data protection.

The Senior Finance and Data Analyst plays a pivotal role in supporting the council's strategic objectives, which are:

- **Active, fulfilled lives** – by enabling access to education through sustainable transport solutions such as walking, cycling, and public transport.
- **Better, brighter futures** – by ensuring safe and effective transport for children and young people eligible for assistance.
- **Safe and thriving places** – by fostering relationships with service providers and stakeholders to support economic development and community wellbeing.
- **Green, sustainable environment** – by working with providers to optimise routes, reduce carbon emissions, and promote environmentally friendly transport options.
- **Connected communities** – by supporting public transport access to education and services.
- **Modern public services** – by delivering efficient, effective, and affordable transport services that make a meaningful difference to service users and local communities.

In addition to supporting T2S operations, the role collaborates with 2 external services to help them manage data relating to transport services provided by the T2S team.

The role contributes to the creation of the service's medium term financial forecasting and budgets, working collaboratively with the Team Leader of Finance and the service's Finance Business Partner.

The role supports a culture of continuous improvement, using up to date technologies—including AI tools—to enhance service delivery

data analysis.

### 3. Main Accountabilities

The role:

- Reports directly to the Team Leader of Contracts, Compliance and Finance.
- Will acquire, receive, collate, manage, analyse and distribute data to all relevant stakeholders. This is so that the costs of the service can be fully understood and fully contribute to the statutory finance reporting obligations of the service. This data is received and obtained from a variety of external and internal data sources.
- Will perform key finance functions such as collating, checking and effecting payment of mileage claims, personal travel budgets and invoices relating to service costs from external suppliers. The role will need to act autonomously within pre-set financial limits and processes.
- Will use experience and knowledge of accounting principles to generate month end journals and reports that are required by the service's Business Partner. This will also involve reconciliation of general ledger accounts and cost codes relevant to the service.
- Will be responsible for allocating the tasks, and supervise the day to day work, of the Commercial Assistant. They will also be responsible for providing performance management information to the Team Leader for monthly appraisal purposes. This role is not the direct line Manager for the Commercial Assistant.
- Will work to help other, non-service parties (for example Council Members) understand the data that is presented to them by clear and concise explanations and interpretations.
- Provide recommendations, based upon the data provided, that will help Senior Managers develop strategies that will continue to enhance the service.
- Will be responsible for managing the data-flow of two other external services, in addition to the T2S team. The service provides transport services to both of these external teams, and it is this role's responsibility to manage and distribute their cost data in order that they can meet their financial obligations and understand their own service provision. They will also be required to communicate with both external services to report on the achievement of pre-agreed KPI's of the service as a whole.
- Will maintain and continue to develop, with the Team Leader, fully recorded finance processes that are statutorily and audit compliant.
- Will act as primary contact for internal and external auditors to provide all information and documentary evidence requested.
- Will drive and optimise a continuous development program, to enhance and improve the finance and data functions to improve service delivery. Will be responsible for identifying technologies that should be considered as part of the service's toolkit. They will use their expertise and knowledge of AI systems to further enhance the service's efficiencies.
- Will help identify sources of external data that will influence and inform future service projections. For example, the service is directly affected by the increase in EHC plans issued by the Authority and changes in statutory requirements and changes to the Authority's policies.
- Will exercise analytical and judgment skills to resolve complex finance and transport challenges, often under pressure and with competing priorities.
- Will work with the whole service team to help allocate resources to maximize service user outcomes, while negotiating with providers and influencing stakeholders to enhance cost-effective solutions.
- Will work with both Team Leaders of the T2S team, using data driven arguments, to identify opportunities for enhancements and improvements to the overall provision of travel assistance to the service users.
- Will handle all data in accordance with General Data Protection Regulations and within NNC policies.

- Will deputise for the Team Leader (for finance and data functions) in their absence.

#### **4. Knowledge, experience and training**

##### **Essential Skills**

- Passes in GCSE English Language and Math's.
- Passes at A level standard or equivalent
- Finance experience that is relevant to the job role, either from an external, commercial environment or from with a Local Authority.
- Experience supporting internal or external audit processes, including data preparation and interpretation.
- Use of relevant Microsoft applications (Power BI & Excel).
- Strong ICT skills to support and develop new processes, solutions, and protocols.
- Ability to review data and identify areas that require further interrogation or investigation.
- Familiarity with GDPR principles and their application in managing the most sensitive data.
- Demonstrate a dedication to safeguarding and promoting the welfare of children, young people, and vulnerable adults, with demonstrable knowledge of safeguarding in practice.
- Knowledge of performance management and experience of supervision of individuals.
- Ability to maintain high levels of personal performance under challenging conditions, the ability to manage personal time effectively and prioritise tasks. Demonstrable high quality communication and interpersonal skills.
- Ability to communicate effectively with people at a range of levels including service users, senior management and external commercial stakeholders.
- Strategic thinking and problem-solving skills, with the ability to identify and implement innovative solutions.
- Ability to influence and challenge others to achieve best outcomes for the service.

##### **Desirable Skills**

- A degree in a relevant subject (e.g., Finance, Data Analytics, Public Administration) and/or substantial relevant industry experience.
- Evidence of commitment to personal development.
- Knowledge of North Northamptonshire Council (NNC) transport policies and statutory obligations.
- Ability to translate policy guidance and statutory regulations into compliant business procedures and processes.
- Knowledge of the content and cycle of pupil transport.
- Experience of working within a policy framework and making decisions supported by policy guidance.
- Experience of working within Local Government or other public sector organisations.
- Experience in managing data migration between differing applications or platforms.
- Familiarity with Local Authority procurement and finance regulations and processes.
- Project management experience.
- Training or experience in conflict resolution or public engagement, especially in high-pressure or contentious service delivery settings.