

Description and Person Specification

Financial Administrator – Early Years

Grade G

Purpose & Impact:

To provide an effective, timely and accurate finance and administrative support to operational teams working within Education Service teams with a focus on Early Years.

The post holder will ensure payments are made to suppliers within timescales

Accountable to:

This role is accountable to the Head of Educational Funding team. The role sits within the Education Funding team, part of the People Directorate in West Northamptonshire Council]

Responsibilities:

1. To provide a comprehensive, confidential range of effective and transparent business and finance support to the operational teams, including processes and systems in relation to communications, SharePoint, mailbox monitoring and responses and updating via Capita ONE.
2. To undertake and lead on day-to-day transactional processes for the purchasing requirements for education teams, including the processing of purchase orders, interface payments, general ledgers journals and reconciliation of spend as required. This also includes monitoring and closing open orders to support financial control and accurate forecasting.
3. To process sales invoices for the organisation, ensuring income is maximised where appropriate and to support services to ensure debt is collected.
4. To provide specialist financial support to education providers, including advice and guidance regarding payment of high needs funding.
5. Works closely and jointly with the other service members as required to ensure continuity of support for services to children and undertake other tasks as appropriate to the role to meet the needs of the business.
6. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.



7. Ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
8. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
9. Demonstrate awareness/understanding of other people's behavioural, physical, social and welfare needs. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, to certify compliance with policies and procedures relating to health and safety within the service.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



Our Values& Behaviours

TRUST

We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.



HIGH PERFORMANCE

We get the basics right and what we do, we do well. We manage our business efficiently.



RESPECT

We respect each other and our customers in a diverse, professional and supportive environment.



INNOVATE

We encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.



VALUE

We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness.



EMPOWER

We believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.



Person Specification:

The requirements for the role are outlined below and will be part of the selection process.

Each of the criteria listed below will be measured by the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D)

Minimum levels of qualification, knowledge, skills, and experience required for this job

Identify	Describe	Essential/ Desirable	Measured by
Qualifications			
Maths and English Grade C or above	NVQ level 2 in relevant subject (administration, customer service, management) or equivalent experience Good Level of Literacy and Numeracy (GCSE A-C)	E	D
Knowledge			
Local Government	A knowledge of working within a local government setting and working across key stakeholders	D	I, A
Children's Service	Experience of working within a Children's Service environment	D	I, A
Business Support	Experience of working within a Business Support – Financial & Administrative environment to support operational delivery.	E	I,A
Skills and experience			
Numeracy	Excellent numeracy, analytical, interpretative attention to detail.	E	A,I
IT	Excellent Word & Excel skills at intermediate level – developing databases and spreadsheet	E	A,I
Communication	Must be able to establish effective communication across myriad channels. Must have good written communication skills and be able to	E	A,I

	work effectively without direct supervision.		
Working Relationships	Experience of establishing strong working and effective relationships across numerous stakeholder groups.	D	A,I
Change Management	Experience of working with a fast changing, dynamic environment.	E	A,I

- Within the flexible / agile working model there are **four clearly defined worker types**. Your worker type is determined by your **job role**.
- Your line manager will inform you which worker type your job role falls under. This is something you will continue to discuss with your line manager as we embed this culture across our organisation.