

## Job description

### Details of the job

Post Title:	High Needs Finance Coordinator (2530)
Salary Grade:	G
Hours:	37
Location:	One Angel Square
Reports to:	High Needs Business Support Officer
Service area:	Children Families and Education

### Overall purpose of the post

1. To provide administrative and finance support to ensure that the High Needs Panel process is implemented and run, in line with the terms of reference.
2. To provide administrative and finance support to ensure appropriate level of High Needs funding is paid to education providers.
3. To maintain and update High Needs functions within Capita ONE to record data and provide management and financial information

### Principal responsibilities

1. To provide administrative and financial support to ensure that the monthly cycle of processes are undertaken to prepare for, run and deliver outcomes from, High Needs funding panel in line with the terms of reference. To include panel set up, compiling of panel documents and preparation of decision sheets and letters.
2. To provide specialist financial support to education providers – to include advice and guidance regarding payment of high needs funding, calculation of appropriate level of funding, maintain records and to assist with processing accurate payments to education settings, in a timely fashion, and to meet monthly deadlines.
3. To provide specialist administrative and financial support in relation to alternative provision placements to include maintenance of forecast spreadsheets, ensuring prompt payment for services, providing management and financial information.
4. To assist with responses to wide ranging and complex funding issues and queries arising from the Authority's school funding arrangements, sometimes requiring above average levels of tact, diplomacy and courtesy.

5. To ensure that High Needs functions within Capita ONE are accurately maintained and updated to provide financial and management information to support efficient service delivery.
6. To assist with the development of systems and processes to deliver financial commitments arising from the High Needs Funding process and the introduction of Education, Health and Care Plans and Personal Budgets.
7. To provide business administration support to meet other team functions and responsibilities as required. To include using ERP to raise purchase orders and invoices.
8. To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
9. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
10. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

## Person specification

Post Title:	High Needs Business Support Officer (2531)
Grade	G
Service area:	Learning Skills and Education

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Education, and Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ level 2 in relevant subject (administration, customer service, management) or equivalent experience</li> <li>Good Level of Literacy and Numeracy (GCSE A-C)</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of recent Continuing Professional Development and/or personal learning</li> <li>A recognised qualification at intermediate level in the use of spreadsheets and databases (Excel or Access) or equivalent experience</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>Experience of providing administrative and financial support for a complex business process</li> <li>Excellent Word and Excel skills at intermediate level - developing databases and spreadsheets etc</li> <li>Working knowledge of Data Protection, security and confidentiality awareness</li> <li>Using management information and preparing reports</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of ERP</li> </ul>

<b>Ability and Skills</b>	<ul style="list-style-type: none"> <li>• Able to assimilate and understand and help to, deliver complex administrative and financial processes.</li> <li>• Able to use initiative and prioritise work to meet deadlines.</li> <li>• Good customer service skills, both written and verbal. Able to resolve queries in a professional manner.</li> <li>• Ability to maintain an absolute level of confidentiality.</li> <li>• Excellent IT skills – in particular use of Excel spreadsheets. Accurate data input &amp; keying skills.</li> <li>• Good eye for detail, methodical and accurate.</li> <li>• Adaptable and enthusiastic who enjoys working as part of a busy team.</li> <li>• Able to embrace change as systems and processes develop to improve service delivery</li> <li>• If this is a customer-facing role, spoken English fluency must be included here (refer to the guidance for managers on the English Fluency duty). Required to discuss funding arrangements with education providers.</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</li> </ul>	