



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: High Needs Funding Senior Finance Co-ordinator

Grade: 4 (£31,537 - £32,597)

Reports to: High Needs Funding Team Manager

Directorate and Service area: Children's Services

Purpose of the job

To provide high-quality financial and business support across the High Needs Funding, EHC and Educational Psychology services, ensuring accurate processing, monitoring and delivery of High Needs funding.

To support the effective management of financial processes, systems and controls, ensuring compliance with corporate financial regulations and the timely allocation of funding to educational providers.

Principal responsibilities

(Please make these concise and ideally no more than 8)

1. Provide accurate and timely financial information, advice and guidance to NNC academies, maintained schools and internal teams, responding effectively to funding queries.
2. Oversee and ensure the timely and accurate processing of invoices and payments, maintaining robust financial controls and adherence to corporate financial standards and authorisation processes.

3. Support the High Needs Funding Team Manager by contributing to the operational management and delivery of High Needs Funding functions.
4. Manage and maintain payment processes to ensure all agreed High Needs funding is accurately allocated and paid to maintained schools, academies, independent and alternative providers within agreed timescales.
5. Ensure accurate financial records are maintained, reconciled and stored in line with audit requirements, supporting transparency, compliance and effective financial monitoring.
6. Undertake and oversee transactional financial processes including purchase orders, payments, journals and reconciliations, ensuring effective budget control, forecasting and closure of open commitments.
7. Provide comprehensive business and financial support across the High Needs Funding, EHC and Educational Psychology teams, including data management, communication systems, mailbox coordination and maintenance of accurate pupil placement data.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. 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).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. 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.

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.

Special features of the post

If a DBS Disclosure is required for the role, include the following clause.

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

This post may require occasional attendance at meetings across sites.

This post may involve access to sensitive financial and personal data and requires strict confidentiality.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none">• Educated to A Level, NVQ Level 4, AAT or equivalent qualification, or significant relevant finance experience	<ul style="list-style-type: none">• Professional finance qualification
Experience and Knowledge	<ul style="list-style-type: none">• Experience of financial administration including processing payments and maintaining accurate records• Knowledge of financial systems, processes and controls• Experience of managing high-volume transactional workloads within deadlines• Experience of working with financial data, reconciliations and budget monitoring• Strong IT skills including Microsoft Excel• Ability to respond to complex financial queries and provide clear guidance.• Experience of creating and implementing funding / payment processes, including checking and authorising payments.	<ul style="list-style-type: none">• Experience within a local authority or education finance environment• Knowledge of High Needs Funding and/or SEND services• Familiarity with DSG and High Needs Block funding arrangements• Experience of using corporate financial systems (e.g. ERP systems)

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> • Working knowledge of the Dedicated Schools Grant and High Needs Block. • Fully proficient in the use of IT systems, in particular Microsoft Excel. • Experience of managing high volume workloads and conflicting deadlines – planning work appropriately based on the needs of service areas without instruction. • Knowledge of Health & Safety, Data Protection and Equal Opportunities legislation 	
Ability and Skills	<ul style="list-style-type: none"> • Ability to prioritise workload and meet deadlines with minimal supervision • High level of accuracy and attention to detail • Ability to analyse and interpret financial information • Ability to communicate financial information clearly to non-finance colleagues • Strong organisational and problem-solving skills • Ability to work collaboratively and support team members • Confidence to challenge processes and ensure compliance 	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	

Attributes	Essential criteria	Desirable criteria
Additional Factors		