



Job Description and Person Specification

Job details

Job title: High Needs Funding Team Manager

Grade:

Reports to: Head of SEND

Responsible for: High Needs Funding Team

Direcorate and Service area: Children's Services

Purpose of the job

To have understanding and oversight of the High Needs Block Budget and provisions agreed by the EHC and EIP Team to ensure accurate budget setting and forecasting.

To manage the High Needs Funding Team and profile expenditure to ensure all funding is accurately allocated to the correct educational setting via various payment methods.

Principal responsibilities

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

1. Extraction of data from a variety of sources to identify funding allocated to each child in NNC with an EHCP and other funding to be charged to the High Needs Block Budget – build and maintain databases of each budget area for the purposes of budget forecasting, financial analysis and ensuring the correct funding is paid to the correct educational setting.
2. Preparation and reporting of High Needs Block budget setting.
3. Oversee financial control, management and reporting of the High Needs Block Budget, to ensure that all aspects are appropriately controlled, recorded and reported on. Including identifying and explaining any variances between budgeted and forecasted expenditure.
4. Develop and ensure maintenance of accurate financial records of all aspects of the High Needs Block, including reconciliation to statutory accounts, budget monitoring and forecasting and reporting to senior leadership.
5. Provide support and advice to budget managers within the SEN Service, ensuring that budget managers are aware of their budget positions.
6. Keep up to date with all statutory High Needs Funding guidance and ensure requirements are applied to the management of the High Needs Block.
7. Manage the High Needs Funding Team to implement the Authorities agreed processes to devolve funding to a wide variety of educational providers using various payment methods.
8. Develop processes in response to changes/additions to the team's responsibilities, create and implement new processes to improve efficiency and effectiveness with regards to process and reporting.

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 (Delete if not required).
This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

If this post is Politically Restricted include the following clause (Delete if not required).
Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

If this role requires the postholder to be fully vaccinated against Covid-19, include the following clause (Delete if not required).

This post requires satisfactory evidence of being fully vaccinated against Covid-19 in line with government guidance.

If there are any other special features of the job that need to be in the job description, please indicate them here.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none">• Educated to A Level / NVQ 4 / AAT or equivalent qualification or finance experience	Professional finance qualification
Experience and Knowledge	<ul style="list-style-type: none">• Knowledge and experience of budget setting, forecasting, monitoring, reporting and management of complex budgets• Extensive financial administration experience to include complex financial processes• Experience of interrogating complex data and information in order to produce financial forecasts• Knowledge and experience of financial management procedures and processes• Experience of creating and implementing funding / payment processes, including checking and authorising payments• 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• Experience of staff supervision and managing a team• Experience of working under minimal supervision and instruction	<ul style="list-style-type: none">• Knowledge of Council policies and procedures• Experience within a local authority finance/education setting• Experience / knowledge of Special Educational Needs• Understanding of project management principles• Portfolio of achievements• Experience using ERP Gold

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> Knowledge of Health & Safety, Data Protection and Equal Opportunities legislation 	
Ability and Skills	<ul style="list-style-type: none"> Able to plan ahead and manage and prioritise workload to ensure timely completion and deadlines are met without supervision or instruction Ability to grasp, assimilate and apply information and concepts quickly Ability to interpret financial information requests and produce appropriate data / reports Able to consistently produce work to a high and accurate standard Able to communicate financial information to non-finance personnel Able to challenge decisions made by others in a professional manner Good interpersonal skills – able to communicate in a friendly, open and constructive manner Able to work on own initiative with minimal supervision or instruction High level of Excel skills to create and implement funding formulas and interrogate data Commitment to continuous personal and service development 	
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		