

Newcastle City Council Job Description



Directorate: Children, Education & Skills

Division: Education & Skills

Post Title: School Funding Specialist (Fixed Term 18 months) KK370

Evaluation: 552 Points

Grade: N8

Responsible to: Education Funding Specialist

Responsible for:

Job Purpose: To support the delivery of effective, high quality, value for money traded financial services to schools. To provide services to support the Local Authority's statutory accounting, financial management and school effectiveness.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To ensure the processes to distribute the Dedicated Schools Grant and other grant funding are robust, accurate and timely, providing regular updates to the Education Funding Lead.
2. To collate, analysis and present complex financial data from local and national data sets and other related information including benchmarking to Divisional Managers, School Leaders and School Business Managers.
3. To prepare detailed multi-year budgets to aid with strategic financial planning linked to divisional and school development plans. Supporting the review of school budgets where there is a risk of deficit.
4. To advise and alert Senior Officers in the Children, Education & Skills Directorate on the financial health of schools in response to specific requests or acting on own concerns, ensuring that prompt management action is taken for schools causing concern.
5. To assist Head Teachers and Governors to maintain financial accounting systems to encompass delegated budgets and external funding, ensuring resources are optimally deployed to support the learning outcomes for schools.

6. Support schools in the financial evaluation and management of the impact of changing demographic circumstances such as falling pupil rolls and changes in funding, ensuring the impact of new legislation is taken into account.
7. To provide the necessary advice and guidance on financial procedures and regulations (including training) to Headteachers, Governors, School Bursars, Finance Officers and Administrators.
8. To prioritise and to review the work of the Accountancy Assistants prepared as part of the budget monitoring process and undertake a mentoring role, providing advice, guidance and training on duties as required.
9. To proactively review the Teams current processes and provide recommendations for service improvement, ensuring the service is working efficiently. This will include the evaluation of software solutions which will enhance strategic financial management and attainment of best value criteria.
10. To carry out specific project work as directed by the Education Funding Specialist
11. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.