

**Job Description**

**Post Title:** High Needs Funding Specialist (A4761)

**Evaluation:** 638 points **Grade: N10**

**Responsible to:** Education Funding Specialist

**Responsible for:** Staff as Allocated

**Job Purpose:** To provide financial management and advice on the administration of the High Needs Block and Education related funding.

**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 manage scenario planning and forecasting for specific grant funding. Consisting of the preparation of detailed multi-year budgets to aid strategic financial planning of the Dedicated Schools Grant, identifying trends and early alerts of emerging financial pressures and savings. Producing a range of options and recommendations for decision.
2. To proactively review current processes and provide recommendations for service improvement. This will include the evaluation of software solutions which will enhance strategic financial management and planning for SEN in Newcastle.
3. 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 specialist.
4. Provide financial evaluation of new projects and policies; advising upon and implementing legislation and Government circulars in relation to the dedicated schools grant, in particular the High Needs Block. Prepare Schools Forum reports and other technical reports as required.
5. Responsible for the collation, analysis and presentation of complex financial data from local and national data sets and other related information including benchmarking to Divisional Managers, School Leaders.

6. Provide financial assessment, challenge and support in relation to funding school budgets. Working closely with colleagues to accurately forecast the demand and commissioning requirements for services and high needs places in the city.
7. To contribute to the development of policy as required, providing advice and guidance on internal policy and external regulations as required.
8. To provide the necessary advice and guidance on financial procedures and regulations to Headteachers, Governors, School Finance Officers and Administrators.
9. To manage the workload of staff involved in the preparation and monitoring of Education budgets. Undertaking a mentoring role, providing advice, guidance and training on duties as required.
10. To carry out adhoc project work as directed by the Education Funding lead Specialist.
11. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.