

**Person Specification
High Needs Funding Specialist
Education and Skills**



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- CCAB qualified, CIMA, CIPFA, ACCA or equivalent
- Experience of interpreting and applying relevant technical guidance and regulations
- Experience of whole system reviews and operational processes with ability to identify opportunities for improvement
- Highly developed communication skills developing relationships with internal and external partners, including effective written communication, report-writing and presentation skills
- Strong analytical skills, with the ability to research, analyse and present complex data and information appropriately to specific audiences
- Experience of forecasting, monitoring and reporting on multi-year budgets and assessing financial sustainability.
- Ability to propose, develop and implement effective strategies to reach agreed goals and to make clear, informed, appropriate and timely decisions
- Understanding of current policy, legislation and best practice relating to education funding, specifically High Needs Block Funding
- Evidence of understanding and explaining complex funding regimes
- Excellent organisational and time management skills, ability to prioritise your own and others' workloads
- Excellent ICT skills using a wide range of software packages including Microsoft Office (e.g., Word, Excel, PowerPoint)

Desirable

- In depth knowledge of the education funding regimes including the discharge of the Dedicated Schools Grant
- Experience of providing support and challenge to Senior Officers and School Leaders
- Experience of supervising and/or managing people

Part B

The following criteria will be further explored at the interview stage

- Experience of interpreting and applying relevant technical guidance and regulations
- Experience of system reviews and operational processes with ability to identify opportunities for improvement
- Highly developed communication skills developing relationships with internal

and external partners, including effective written communication, report-writing and presentation skills

- Strong analytical skills, with the ability to research, analyse and present complex data and information appropriately to specific audiences
- Experience of forecasting, monitoring and reporting on multi-year budgets and assessing financial sustainability.
- Ability to propose, develop and implement effective strategies to reach agreed goals and to make clear, informed, appropriate and timely decisions
- Understanding of current policy, legislation and best practice relating to education funding, specifically High Needs Block Funding
- Evidence of understanding and explaining complex funding regimes
- Excellent organisational and time management skills, ability to prioritise your own and others' workloads
- Understanding of the Council's equality policy and applying this in all aspects of employment and service delivery

Additional Requirements

The successful candidate will:

1. Keep themselves and others informed of all relevant Department for Education (DfE) regulations, legislation and updates and internal financial controls
2. Be proactive in sharing information with relevant colleagues and schools
3. Carryout corporate and divisional training as required
3. Flexible approach to work, location, duties and hours
4. Commitment to equality and diversity