

Job Description

Directorate: Children, Education & Skills

Division: Education & Skills

Post Title: School Funding Specialist KK370

Evaluation: 552 Points **Grade: N8**

Responsible to: Education Funding Specialist

Responsible for: n/a

Job Purpose: To deliver effective, high quality, traded financial services to schools. To provide support in meeting the Local Authority's statutory responsibilities in respect of 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 assist Head Teachers and Governors to maintain financial accounting systems to encompass delegated budgets and other funds, ensuring resources are optimally deployed to support the learning outcomes for Children and young people.
2. To advise and alert the Education Funding Specialist and Senior Officers in the Directorate on the financial sustainability of maintained schools in response to specific requests or acting on own concerns, ensuring that prompt management action is taken for schools causing concern.
3. To prepare detailed multi-year budgets to aid with strategic financial planning linked to divisional and school development plans ensuring budget setting is in accordance with the Scheme for Financing Schools.
4. 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 considered.
5. Provide advice and support to Schools including; budget monitoring, deficit recovery planning and the implementation of financial assessments including statutory returns in line with the performance standards set by the Service Level Agreement and the Scheme for Financing Schools.

6. 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 as required.
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 and implementation of software solutions which will enhance strategic financial management and value for money
10. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.