

Principal Accountant (Education Funding)

Reports to: **Education Funding Specialist**

Direct reports: **Staff as allocated**

Evaluation: **638 points**

Grade: **N10**

Reference: **A4761**

Purpose

To contribute to the strategic financial planning of the Dedicated Schools Grant (DSG) through the provision of financial management and advice on the DSG High Needs and Schools Blocks, and other education-related funding, working collaboratively with the Finance Directorate.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To prepare budgets and scenario planning, multi-year forecasting and monthly financial performance monitoring, including monitoring of the DSG management plan; identifying trends and emerging financial pressures; and advising on management options.
2. To complete government returns and collaborate with external partners and agencies, as required.
3. To be 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 and wider partners.

4. To provide high quality financial advice, guidance and training on funding, financial procedures and regulations to divisional managers, school leaders and school finance staff.
5. To ensure the distribution of the DSG and other grant funding is robust, accurate and timely.
6. To proactively review current processes and provide recommendations for service improvement including the evaluation of software solutions to enhance financial management and planning at a local authority level and for schools.
7. To provide financial evaluation of new projects and policies, advising upon and implementing legislation and Government guidance in relation to the DSG and other education funding; preparing Schools Forum reports and other technical reports as required.
8. To contribute to the development of policy as required.
9. To manage the workload of staff involved in the preparation and monitoring of budgets. Undertaking a mentoring role, providing advice, guidance and training as required.
10. To carry out project work as directed by the Education Funding Specialist.
11. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
12. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.