

# Education Funding Officer

Reports to: **Education Funding Specialist**

Direct reports: **N/A**

Evaluation: **513 points**

Grade: **N7**

Reference: **A5198**

## Purpose

To provide comprehensive financial support for the administration and distribution of the Dedicated Schools Grant and other education related funding. To effectively lead on assigned projects and ensure they are completed within the agreed timescale.

## 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 effectively lead on assigned projects, ensuring that all stakeholders are appropriately consulted and projects are effectively monitored and completed within the agreed timescale.
2. To maintain and proactively review financial administrative systems and procedures for the timely distribution of the Council's Dedicated Schools Grant (DSG) predominately the High Needs Block.
3. Draft reports, information and briefing notes for the different internal and external audiences involving the production, analyses and interpretation of relevant financial and budget data.
4. To develop, improve and implement robust systems and procedures in relation to high needs funding data. To manage and maintain IT based systems/spreadsheets for the monitoring and forecasting of all DSG High Needs

Block cost centres. As appropriate, be involved in any system redesign in relation to high needs funding.

5. To develop and maintain recording and reporting mechanisms using appropriate software to provide accurate and timely financial information.
6. To undertake regular reconciliations of the distribution of High Needs funding between the Council's Special Education Needs and Disabilities (SEND) system and general ledger system for all High Needs Block cost centres, working closely with the Council's SEND team and the Resources Directorate to ensure accuracy of information.
7. To coordinate and process expenditure and income ensuring that payments, debtor's invoiced and inter-directorate transfers are raised and processed in accordance with the Council's Financial Regulations and ensure all income due is recovered.
8. To manage and respond to funding queries, prepare appropriate documentation, correspondence, reports and management information as required.
9. To assist in the preparation of multi-year budgets and year end processes in accordance with the Council's Financial Regulations.
10. To use manual and computer-based information systems to compile, maintain, manipulate, present and distribute financial and other data for the High Needs Funding Specialist and other managers, providing advice to officers on the interpretation of data.
11. To prepare data for regular termly reporting to schools and other education providers.
12. To be involved in the development of systems.

13. To liaise with the internal departments and external organisations, particularly schools and other education providers, as required including advice, guidance and training on internal policies and procedures as required.
14. To provide comprehensive advice and support to the SEND SAR Team in relation to the high needs budget, procedures and policies. To produce and deliver regular training to the SEND SAR Team.
15. To carry out ad hoc project work as directed by the Education Funding Specialist.
16. To promote and implement our Equality policy in all aspects of your employment.
17. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.