

# Education Funding Specialist

Reports to: Assistant Director, Education and Skills

Direct reports: Accountancy Assistants, School Business Managers

Evaluation: **685** points

Grade: **N11**

Reference: **A4246**

## Purpose

The role is responsible for the supervision of financial services to schools, ensuring that the financial stability of maintained schools in Newcastle is in accordance with DfE School Funding arrangements.

## 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. Ensure that the funding allocations to schools and other providers operate in accordance with the DfE funding regulations, reflecting legislative and other changes and complete any returns or required feedback to ESFA/DfE.
2. Ensure that all school funding and finance arrangements in Newcastle are transparent, compliant with statutory requirements and appropriately developed through engagement and consultation with schools and the Schools' Forum and that the education management team and elected members are appropriately briefed, supported and advised on these arrangements and other key financial issues.

3. Ensure that intelligence about schools and their financial position is shared with colleagues within the service and contributes to strategic discussions regarding school organisation, school effectiveness and SEND and vulnerable pupils.
4. Design and implement robust financial monitoring arrangements for maintained schools to ensure school financial sustainability, and minimise the financial risk to the local authority, taking into account any changes to funding.
5. Manage the Financial Services to Schools team, ensuring that any traded financial services offered to schools are effective in meeting school and local authority needs and are subject to continuous improvement.
6. Provide advice, guidance, training and support to school leaders and governors on good financial planning and budget management to ensure that funding is aligned to priorities.
7. Analyse and draft responses to government proposals in relation to education funding.
8. Undertake work on behalf of the Schools Forum and the Assistant Director, Education and Skills, including value for money, modelling, securing additional funding and any other analyses of specific blocks/areas of the Dedicated Schools Grant.
9. Work with colleagues, schools and other education providers to ensure robust processes and allocations for High Needs provision for SEND and vulnerable pupils within the available resources.
10. Work with other local authorities, external partners and funding bodies to ensure best value and outcomes for children and young people.
11. Assess and respond to national and local policy, procedures, regulations and guidance in relation to the funding of learner places and ensure that appropriate systems are in place.

12. Contribute to local policy development and implementation, procedures and guidance as required in relation to key areas of responsibility in response to local and national guidance, regulations and legislation.
13. Utilise and interpret data and needs analysis in order to inform financial strategies and to monitor performance.
14. Participate in regional and national groups and activities on school, education and skills funding and contribute to research and benchmarking.
15. Support and advise Education Service managers, elected members and key partners to inform effective decision making about the allocation of resources to ensure that funding is aligned to priorities.
16. Manage budgets and associated contracting and financial systems and processes.
17. To promote and implement our Equality policy in all aspects of your employment.
18. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.