

Job Profile

Provisional Job Title: Finance Officer – High Needs & Early Years	Grade: Scale 5
Section: Schools Finance Team	Directorate: Education and Social Services
Responsible to: Children's Services Schools Finance Manager	Responsible for: N/A
Post Number/s: RWA1015/ RWA1023	Date: August 2020

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose:

To work as part of a team to keep the Dedicated Schools Grant (DSG) school allocations recording up to date, particularly but not limited to the High Needs Block top-up payments and recoupment and Early Years Block.

To liaise with schools and placement boroughs to ensure data is up to date so accurate payments are made to schools and recoupment for high needs costs is effective. To make payments using the schools' allocation data. To recover any overpaid funds from schools and to invoice for all out-of-borough placements operated as a trading account with special school.

The core tasks of this role include working as a team to perform data entry, uploading payment journals into the accounting system and posting budget changes. This includes being able to proactively identify data needs in relation to missing, incomplete or inaccurate data, and liaise with the relevant schools in order to resolve and make accurate data entry to the team database/spreadsheets, schedules, and make accurate

and timely payments.

Specific Duties and Responsibilities:

1. Responsible for maintaining the pupil data in the Special Education Needs (SEN) Placements Database by entering accurate and up to date pupil data provided by the Special Needs Assessment (SNAS) Team and schools.
2. Responsible for regularly issuing to schools the schedules containing lists of Special Education Needs (SEN) pupil details and the relevant annual funding as well as liaising with other local authorities to agree pupil details in respect of out-borough pupils in Wandsworth schools, including special schools
3. Responsible for updating the team database accurately and in a timely way, with all pupil revisions and dates received from schools or other local authorities, as verified by the SNAS team.
4. Responsible for processing timely payments to schools from the up-to-date information in the placements database, and ensuring payments are authorised by the relevant manager so they can be released either via a BACS payment or budget virements.
5. Assists with the calculation of the top up rates applicable for non-resident placements in Wandsworth's special schools, special units and bases. Calculates amounts payable by other local authorities and responsibility for raising invoices for top-up charges owing
6. Responsible for pursuing high needs top-up charge debts (over £10m in total), over thirty days old, with other boroughs as well as chase down and recover any overpayment to any school of top-up payments all in order to improve the cashflow to the Council. Recommend when outstanding debt should be passed to legal services for recovery and provide all necessary information including clear audit trail of actions taken.
7. Responsible for doing budget virements relating to all High Needs Funding for Wandsworth schools.
8. Produces simple reports in Excel from the placements database, including total payments due to each school as well as total debt owed to the council by other local authorities in support of the Head of Schools' Finance and monthly forecasting.
9. Works professionally and collaboratively with schools, the SNAS team, and colleagues, maintaining a close working relationship and effective communication channels.

10. Maintain and abide by the payment schedule to schools of Early Years funding as directed by the Early Years Block of DSG income. Liaise with the EY team to support EY funding and accuracy of data and census information and returns to the DfE
11. Investigates, and responds to enquiries from both internal and external stakeholders and correspondents, including complaints and Freedom of Information requests related to areas of responsibility
12. Carry out reconciliations for all High Needs and Early Years cost centres and any other reasonable tasks that fall within the job grade.
13. Carry out additional ad-hoc requests as required by the finance teams to ensure a quality service is delivered.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the Boroughs of Wandsworth and Richmond services.
- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand the both Council's duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
Knowledge		
Understanding of financial transaction and the key mechanisms to ensuring data is kept accurate and complete.		A/ I
Experience		
Experienced in data entry and use of excel Excel spreadsheets and databases		A/ I / T
Experience of making supplier payments		A/ I
Experience of working in a transactional role		A/ I
Experience of producing non complex reports from spreadsheets/databases		A/ I
Skills		
Ability to communicate well (good oral and written and skills).		A/ I

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Ability to identify data problems and inaccuracies and proactively resolve these	A/I
Ability to follow procedures, clear instructions, and work with minimum oversight to complete role	A/I
Good Excel skills	A/I /T

A – Application form / CV

I – Interview

T – Test

C - Certificate