

Job Description

Job title	Finance Officer
Directorate	PEOPLE : Children and Adults
Division	Education & SEND
Range	MPR 3
Reports to	Early Years Funding Officer

Main purpose of the job:

- To assist in the administration of the processes in relation to the Business, Admin and Finance function of the various teams within the Education and SEND division.
- Process, maintain and monitor data and information records relating to the work of the department, identifying and investigating anomalies and referring to relevant team manager. Ensuring data is accurate, up to date and in accordance with departmental policies and procedures.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

- To undertake tasks as allocated by the Early Years Funding Officer.
- To assist in the completion of finance tasks including:
 - (i) Maintaining up to date records of finance transactions,
 - (ii) Ensuring activity data, performance and savings data is regularly updated,
 - (iii) Preparation of budget reports,
 - (iv) Reconciliation and settlement of submitted invoices.
- Assist with the administration and delivery of other functions within the wider division, such as Early Years Headcount as and when required.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the Early Years Funding Officer.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a working arrangement whereby an employee works in the office with the team on a rota system. This is currently 50% remote, 50% in person.

Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- Good general level of education with grade 4 or above at GCSE or equivalent in Maths and English.

Level B (in addition)

- No further requirements.

Level C (in addition)

- NVQ level 3 in business administration or equivalent.
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Knowledge

Level A

- A good working knowledge of Microsoft office applications.

Level B (in addition)

- Advanced knowledge of Excel spreadsheets and formulas.

Level C (in addition)

- A working knowledge of financial systems and basic accounting
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Experience

Level A

- Demonstrable experience of providing a comprehensive finance and administrative support service, across a range of services and/or individuals.

Level B (in addition)

- Demonstrable technical/specialist/policy & procedural knowledge, which can be applied across a wide range of activities.

Level C (in addition)

- Ability to complete a range of complex tasks such as report writing, presentations, detailed assessments and calculations.
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Skills

Level A

- Demonstrable ability to use written and oral communication skills to present varied information in an understandable way to a range of audiences
- Demonstrable ability to use judgement and creativity to assess situations and solve varied problems and/or develop short term plans

Level B (in addition)

- Demonstrable ability to work within defined procedures and to work independently, using initiative to deal with straightforward situations, referring to supervisor/line manager for unusual or difficult problems.
- Demonstrable ability to handle and process cash/documentation relating to considerable financial amounts accurately (ie up to £1,000 per day).

Level C (in addition)

- Demonstrable experience of being accountable for small expenditures of up to £10,000 from an agreed budget or income, with supervision.
- Demonstrable experience of providing general information, advice and guidance on internal procedures relating to finance.