

Job Description

Management Grouping: Children's Service
Team: SEN Inclusion & Statutory Assessment
Post Title: SEN Finance Assistant

Reporting to: SEN Finance Officer

Functional links with:

The role will link with all Borough schools and education settings, internal and external colleagues including parents and stakeholder organisations the team partner and liaise with.

Main purpose of the job:

The main purpose of the job will support the finance services of the SEN Inclusion and Statutory Assessment team.

This will include, quality assurance, correct recording and invoice verification, good rapport and communication with school liaison officers and responsibility for producing termly statements for all borough schools.

Major Duties and Responsibilities:

Invoice Transaction Management – this includes:

- verification of costs and resources billed
- Accuracy and attention to detail of invoices presented
- Providing detailed evidence and assurance for authorisation

Purchase Order Management – this includes:

- Raising purchase requisitions
- Liaising with suppliers and stakeholders

Excellent Recording Keeping (housekeeping) – this includes:

- Accurate handling and management of purchase orders
- Closing orders, adding and making necessary adjustments as necessary

Creating Annual Statements and relevant documentation – this includes:

- Termly collation of information to create annual statements
- Sending relevant documents to borough schools
- Dealing with enquiries/discrepancies as a result of this documentation
- Making termly payments to schools
- Being the main point of contact for all school liaison officers for all SEN finance queries

Assisting with management information – gathering, collating, researching and presenting.

Taking minutes at SEN budget meetings and booking these meetings in advance.

Job Activities:

This role holds responsibility; it is paramount attention to detail and accuracy is maintained so fairness is portrayed to individual cases and accurate amounts are awarded and paid to the appropriate stakeholders.

Person Specification

Management Group: Children's Services
 Department: SEN Inclusion & Statutory Assessment
 Job Title: SEN Finance Assistant

SELECTION CRITERIA	ESSENTIAL/ DESIRABLE (E/D)	METHOD OF ASSESSMENT (see key)
<u>Education and Formal Training</u>		
GCSE's (minimum of 5 inclusive of Mathematics and English), or equivalent.	E	A
A levels or relevant level 3 qualification	E	A
<u>Relevant Technical Experience and Knowledge</u>		
Understanding of the requirements of the team, from a financial aspect.	E	A, I
Understanding the legislation and processes around SEN finance.	E	A, I
Understanding systems and tools required in the role	D	A, I
Experience of working with multiple stakeholders to achieve great outcomes.	E	A, I
Great IT skills including Microsoft applications	E	A, I
<u>Skills and Abilities</u>		
Good interpersonal skills, ability to show empathy and work with schools to sort queries.	E	I
Ability of work with a wide range of stakeholders at different levels of the organisation	E	I
Methodical and organised	E	I
Works well in a team and able to be self-motivated	E	I

Ability to show attention to detail and unafraid to challenge discrepancies to ensure accuracy and fairness is maintained.	E	I
<u>Other Additional Requirements</u> The ideal candidate will work towards relevant financial professional accredited qualifications	E	I

KEY: I = Interview; A = Application Form; AT = Ability Test

Applicants will be assessed against these criteria and the following high performance indicators throughout the recruitment process

High Performance Indicators

Values	Behaviours for staff	Behaviours for managers
Innovation	I respond flexibly and adapt to changing demands I am prepared to take managed risks to achieve better outcomes I ask 'What if...?' to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo	I routinely look for innovative and cost-effective ways to improve performance and customer service I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future I take calculated risks based on available evidence and my professional judgement to learn and try new things
Leadership	I demonstrate a clear sense of purpose and direction, in line with organisational objectives I am willing to take difficult decisions My personal actions promote a positive image of Bexley	I take responsibility for my service and for making things happen to make a difference to my service users I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work I inspire, lead and encourage staff to move forward
Collaboration	I show respect for others and value contributions from internal and external partners and customers I recognise the right solution, regardless of who initiated it I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver	I encourage the feeling that the team is a collective unit with shared goals I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council I network internally and externally
Listening and Responding	I acknowledge other people's viewpoints and work with them to find a win-win solution I prepare and present information anticipating questions and problems I adapt my style to the audience and their needs, using the most appropriate communication channels	I seek regular service user feedback and review customer data to shape service improvements I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on them I empower staff to make decisions and changes to improve value for money, customer service and productivity

Open and Accessible	I see issues from the customer / user perspective I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs I seek to build and maintain positive relationships with customers and partners	I am accessible to my service users, customers, staff and Members I communicate and share a clear vision for the bigger picture as well as specific service areas I outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations
Impact	I prioritise my activities and resources to focus on those which have the most impact for residents I take responsibility for making things happen and achieving my objectives I make decisions and clear recommendations based on my professional opinion and experience, informed by a range of information and evidence	I design services that provide value for money and deliver our outcomes, informed by evidence I produce, prioritise and adapt plans to meet changing requirements I set interim goals to achieve notable wins on the way to larger objectives I deal with poor performance