

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DIRECTORATE:

DIVISION:

JOB TITLE: SEND Finance Officer

ROLE PROFILE

Job Title: SEND Finance Officer

Directorate:

Division:

Grade:

Hours (per week): 36

Reports to: SEND QA & Finance Manager

Responsible for:

- Working collaboratively with schools, other education settings and practitioners to deliver the vision for children with SEND and support young people making good progress, achieving independence and employment in or near their local community.
- Management of the payment of Top Up and High Needs Funding across a range of settings and including personal budgets, ensuring education settings and other providers are paid the right High Needs Funding at the right time so that effective business relations are maintained, and the provision needed to meet children's SEN is delivered.
- To support the work of the SEN Quality Assurance and Finance Manager by providing timely information and accurate financial reporting. Process, analyse and maintain all data and funding linked to schools provision and funding.
- Take responsibility for the accuracy of process to determine claims and supporting the robust maintenance of information regarding the SEN Service's financial commitments and payments made against these.
- Support the SEN QA Finance Manager by producing budget forecasts and monitoring budget in year.
- To take responsibility for maintaining and developing use of IT systems to ensure efficient use of system, accuracy of recording of financial data and budget monitoring.
- The SEN Service delivers the Council's statutory duties for children aged 0-25 in line with SEND legislation (Children & Families Act 2014 and Care Act 2014) providing specialist

education provision to support young people's access to education, achievement and pathway to adulthood.

- The SEN Service is responsible for the statutory assessment (Education, Health and Care needs assessment) of children and young people with Special Educational Needs and the maintenance of EHC Plans.
 - The SEN Service is responsible for maintaining accurate records for children with an EHC Plan, including financial commitments for children's placements so that education settings and other providers are provided with accurate information about current and future numbers of children with an EHC Plans, the Council makes an efficient use of High Needs Block funding and providers are paid in a timely way.
 - SEN Service practitioners have significant contact with parents and carers, young people, education settings (schools, early years settings, nurseries, and FE colleges), members of the public and practitioners, including social care and health practitioners and practitioners.
 - The SEN Service is the Council's single point of contact and communication for parents/carers and young people education settings which provide special education provision for children with an EHCP Plan.
 - The SEN Service co-ordinates and manages the multi-agency statutory response to EHCP needs assessment of a child's special educational, health and care needs.
 - The 0-25 SEN Service works to tight deadlines in a fast paced, complex interpersonal environment involving children with significant and complex special educational needs, their parents/carers, education, health and care providers and specialist practitioners; effective service delivery requires effective communication and inter-personal skills, resilience, and good organisational skills.
 - The SEN Service is responsible for maintaining the Education, Health and Care Plans of children and young people for whom an EHC Plan has been issued by Croydon Council this includes liaison with schools to co-ordinate annual reviews and monitoring of outcomes for children and young people.
 - The SEN Service is responsible for ensuring delivery of statutory duties through the commissioning of services for children and young people with SEN 0-25 and their families, including therapies, educational psychology services, SENDIASS and mediation.
- Role Purpose and Role Dimensions:**
- Work collaboratively with schools, other education settings and practitioners to deliver the vision for children with SEND and support young people making good progress, achieving independence and employment in or near their local community.
 - Manage payment of Top Up and High Needs Funding across a range of settings and including personal budgets.

- Ensure education settings and other providers are paid the right High Needs Funding at the right time so that effective business relations are maintained, and the provision needed to meet children's SEN is delivered.
- Process, analyse and maintain all data and funding linked to schools/settings provision and funding.
- Ensure the accuracy of process to determine claims and support the robust maintenance of information regarding the SEN Service's financial commitments and payments made against these.
- Support the SEND QA Finance Manager by producing reports, budget forecasts and monitoring budget.
- Support the work of the SEND Quality Assurance and Finance Manager by providing timely information, data and accurate financial reporting.
- Maintain and develop use of IT systems to ensure efficient use of system, accuracy of recording of financial data and budget monitoring.

Commitment to Diversity:

The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Key External Contacts:

- Schools, business administrators, head teachers and other practitioners in state-funded education settings, non-maintained and independent education settings (early years settings, nurseries, schools)
- NHS and other Services
- Health professionals, including therapies, paediatrics, and clinical commissioning groups.
- Third sector organisations (MENCAP, KIDS, Contact a Family).
- Other Borough settings and other Local Authorities
- Providers of independent specialist advice
- Other suppliers

Key Internal Contacts:

- Corporate finance team
- Internal audit and Governance
- Social Care (Children with Disabilities, Children Looked After, Children in Need, Early Help, MASH)
- CCG
- School Admissions
- School Transport Service
- Complaints Service
- Data Support and ICT Services
- HR Services
- Legal Services

Financial Dimensions:	Checking, managing and processing the payments for High Needs Funding.
Key Areas for Decision Making:	No decision-making responsibility. Required to prioritise workload to meet key deadlines.
Other Considerations:	N/A

Is a satisfactory disclosure and barring check required?
[\(click here for guidance on DBS\)](#)

What level of check is required?

Is the post politically restricted
[\(Click here for guidance on political restriction\)](#)

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974
[\(Click here for guidance on ROA \)](#)

**Key Accountabilities and Result Areas:
Key Elements:**

- Education settings and other providers are paid the right High Needs Funding at the right time; effective business relations are maintained, and the provision needed to meet children's SEN is delivered.
- SEN Quality Assurance and Finance Manager is supported and has timely information and accurate financial reporting.
- Process, analyse and maintain all data and funding linked to schools provision and funding.

- The SEN Service adheres to Corporate financial good practice and audit demonstrates effective financial management, both within year and over the medium term.
- The process to determine claims ensures accuracy and the maintenance of information regarding the SEN Service's financial commitments and payments made against these is robust.
- Accurate budget forecasts and monitoring budget in year.
- Effective maintenance of IT systems with accuracy of recording of financial data and budget monitoring.
- Information about the costs of school placements is provided for Tribunal and/or other decision-making costs as needed in a timely way.

Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with directorate procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation, and monitoring of service plans.
- Championing the professional integrity of the service.

Equalities and Diversity

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Health and Safety

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management.
- Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

Person Specification

Job Title: SEND Finance Officer -
Children, Young People and Education

Essential knowledge: Degree or equivalent
Finance experience and SEN knowledge desirable.

Essential skills and abilities:

- Excellent problem-solving skill, effective business administration, organisational and time-management skills.
- Excellent inter-personal skills and ability to develop effective collaborative working relationships with other team members and providers, in particular external stakeholders.
- Effective oral and written communication, including ability and experience of managing difficult conversations.
- Ability to use initiative to ensure delivery of key performance indicators.
- Proficiency in effectively and efficiently managing data and finance.
- Ability to use wide range of ICT packages (Excel, including use of pivot tables) and accounting systems.
- Good analytic skills with the ability to provide financial analysis and costings.
- Personal commitment to the provision of an excellent customer and public service.
- A 'can do' attitude with a focus on seeking constructive solutions to problems.
- Demonstrable commitment to learning, development.
- Proven experience of working in a Local Authority or in business environment.
- Demonstrable team working skills and ability to support the team to improve the working environment, financial procedure, controls, or transactions.
- Experience of managing and delivering a range of administrative functions and systems in a multi-disciplinary environment.

Essential experience:

- Experience of effective record keeping and data management.
- Ability to meet tight deadlines on a regular basis whilst maintaining a high standard of accuracy.
- Proven ability to work collaboratively within a team, fostering positive working relationship and achieving common goals.

Special conditions: N/A

