

Job Description

Job Title	High Needs Funding and Data Support Officer
Directorate	Children and Young People's Services
Service Area	Early Help
Grade	5
Competency Level	1
Salary	£31,022- £35,412
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	N/a
Job Evaluation Ref No	

Job Purpose

To provide financial support and be responsible for the allocation of funding to education establishments for pupils with SEND.

To support the development and maintenance of high quality up to date data and financial information

Directly Responsible For:

N/a

Directly Responsible To:

High Needs Funding & Personalisation Manager

Main Areas of Responsibility:

- To be responsible for all communication with education establishments in relation to funding due and be the main point of contact for resolving any payment queries
- To be responsible for informing establishments of payments due including the sending of payment schedules
- To process all 'High Needs' payments due to education establishments in a timely manner ensuring close liaison with the relevant teams
- To liaise with procurement on a regular basis for the setting up of new education establishments on the payment system
- To be responsible for the on-going monitoring and reconciliation of 'Top Up' payments liaising closely with finance and the team
- To liaise directly with other LAs in relation to the payments of 'Top Up' funding for Liverpool pupils in Other Local Authority schools
- To support the identification of and be responsible for the raising of invoices for the recoupment of funding from establishments as and when required
- To monitor the payment of invoices raised to establishments including the tracking of bad debts
- To assist with budget setting and the monthly financial forecasting process and provide up to date financial information to support Children's Service Managers and Finance and Resources as and when required
- To be responsible for carrying out relevant year end closure of accounts processes including the identification creditors and debtors
- To assist in the monitoring, evaluation and quality assurance of support funded through the allocation of Top Up funding to ensure the delivery of value for money services for Liverpool residents

- To support the development, collection, and lead on the maintenance of up-to-date accurate and sensitive information and ensure it is recorded on relevant IT systems
- To take a lead on the reviewing, analysis and reconciliation of data and financial information recorded on IT systems
- To lead on the production of regular and adhoc data requests to support high quality management reporting and on-going service delivery.
- To support with the on-going tracking of High Needs cases received, allocated and processed
- To produce a schedule of payments for finance for recoupment from Health in relation to the joint funding of educational support
- To contribute to the development and maintenance of quality standards, performance and financial management, and monitoring systems for internal and external services
- To liaise with external providers, Service Managers and other professionals on matters relating to the funding of pupils with SEND
- To support officers with the quality assurance of providers and support funded through the allocation of Top Up funding
- To support and advise providers with relevant financial information
- To contribute to project management/development within Children's Services.
- To process orders and invoices and make payments using the SAP financial management system
- To engage in and contribute to personal development activities and training

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Sitting for long periods of time on ICT devices

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Relevant qualifications in literacy and numeracy and Information Technology (GCSE A – C, ECDL or equivalent) (A)
- Evidence of current and continuous professional development (A/I)

Desirable

- Successful completion of or commitment to undertake SAP training

Experience

Essential

- Experience of financial systems (A/I)
- Extensive experience in the use of all aspects of IT including Microsoft Office Suite, including the ability to create complex spreadsheets and presentations using power point (A/I)
- Experience of collating and analysing data to inform strategic planning (A/I)

Desirable

- Experience of working as part of a team, or teams, including multi agency teams

- Recent experience of working within an educational/ Children's Services environment

Skills/Abilities

Essential

- High level of communication skills, both verbal and written (A/I)
- Ability to present data in a range of different formats (A/I)
- Ability to work to tight timescales and deadlines (A/I)
- An ability to work under pressure (A/I)
- Ability to work using own initiative (A/I)

Desirable

- Working experience and in-depth knowledge of all aspects of the Children and Families Act 2014 and all associated legislation
- Ability to work as part of a team
- Mediation and negotiation skills
- High level presentation and interpersonal skills

Commitment

Essential

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council



- A commitment to the City Council's Equal Opportunities Policy
- A personal commitment to customer service, adopting a flexible approach to meet the needs of service users/partners
- To act, at all times, with integrity, honesty and respect for others, promoting diversity, equality of opportunity and challenging unfair discrimination
- To practise and promote equality of opportunity and non-discriminatory practice

Other

Essential

Desirable

- A positive attitude towards personal training and development