**Person Specification**



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title | | Early Education Finance Officer | | | | | | Directorate | | | | | | Children’s Services | | | | | | | | | |
|  | |  | | | | | |  | | | | | |  | | | | | | | | | |
| Post Number | |  | | | | | | Division | | | | | | Family Solutions | | | | | | | | | |
|  | |  | | | | | |  | | | | | |  | | | | | | | | | |
| Grade | | 7  SCP  18 - 23 | Salary | £29,269 - £32,076  (18.5 Pro-rata) | | | | Section | | | | | | Integrated Early Years Service | | | | | | | | | |
|  | |  |  |  | | | |  | | | | | | | |  | | | | | | | |
| Criteria (Essential) | | | | | | | | | | | | | | | | Assessment By | | | | | | | |
|  | | | | | | | | | | | | | | | |  | | Application | | Interview | | | Test | |
| Experience | | | | | | | | | | | | | | | |  | |  | |  | | |  | |
| Experience of working within a finance and accountancy environment and producing regular financial reports for senior managers | | | | | | | | | | | | | | | |  | | √ | | √ | | |  | |
| Experience of working with Microsoft Office packages (i.e., Word, Excel, Power Point) and other council specific systems e.g., Agresso | | | | | | | | | | | | | | | |  | | √ | |  | | |  | |
| Experience and understanding of financial standing orders and regulations with a working knowledge and clear understanding of financial controls and procedures and internal and external audit | | | | | | | | | | | | | | | |  | | √ | | √ | | |  | |
| Experience of databases e.g., Synergy for inputting, retrieval, interrogating and reporting and financial transactions. | | | | | | | | | | | | | | | |  | | √ | | √ | | |  | |
| Experience of communicating clearly in person, in writing, via telephone and email with a variety of audiences and individuals. | | | | | | | | | | | | | | | |  | | √ | |  | | |  | |
| Experience of working with confidential and sensitive information including awareness and full understanding of the Data Protection, GDPR, Information Security and Freedom of Information Act | | | | | | | | | | | | | | | |  | | √ | | √ | | |  | |
| Experience of developing, documenting and maintaining effective auditable recording systems for child records and financial transactions | | | | | | | | | | | | | | | |  | | √ | | √ | | |  | |
|  | | | | | | | | | | | | | | | |  | |  | |  | | |  | |
| Qualifications / Training | | | | | | | | | | | | | | | |  | |  | |  | | |  | |
| Minimum of a Level 4 qualification or equivalent in Business and Finance, Accountancy or Business Administration including GCSEs or equivalent in Maths and English | | | | | | | | | | | | | | | |  | | √ | |  | | |  | |
|  | | | | | | | | | | | | | | | |  | |  | |  | | |  | |
| Practical Skills | | | | | | | | | | | | | | | |  | |  | |  | | |  | |
| Excellent numerical and verbal reasoning and literacy skills with the ability to develop and produce documentation to a high standard | | | | | | | | | | | | | | | |  | | √ | |  | | |  | |
| Experience of working with Microsoft Office packages (i.e., Word, Excel, Power Point) and of developing and maintaining effective recording systems | | | | | | | | | | | | | | | |  | | √ | |  | | |  | |
| Experience of working with confidential and sensitive information including awareness and full understanding of the Data Protection, GDPR, Information Security and Freedom of Information Act | | | | | | | | | | | | | | | |  | | √ | | √ | | |  | |
| Ability to communicate effectively and confidently both verbally and in writing at all levels internally, externally and to members of the public | | | | | | | | | | | | | | | |  | | √ | |  | | |  | |
| Awareness of dealing with confidential information with an understanding of data protection and information security legislation | | | | | | | | | | | | | | | |  | | √ | | √ | | |  | |
| Confident, articulate, sensitive an effective listener with good interpersonal skills | | | | | | | | | | | | | | | |  | | √ | |  | | |  | |
| Ability to assess, initiate, monitor and evaluate projects and provide reports in a variety of ways | | | | | | | | | | | | | | | |  | | √ | | √ | | |  | |
|  | | | | | | | | | | | | | | | |  | |  | |  | | |  | |
| Personal Qualities and Attributes | | | | | | | | | | | | | | | |  | |  | |  | | |  | |
| Ability to work on own initiative as well as part of a team and respond positively to direction and to be effective in the face of setbacks and responsive to change | | | | | | | | | | | | | | | |  | | √ | | √ | | |  | |
| Sensitive and empathetic in response to staff, private, voluntary and independent childcare providers and schools and the use of tact and diplomacy when dealing with members of the public | | | | | | | | | | | | | | | |  | | √ | |  | | |  | |
| Be committed to the provision and the aims of a high-quality service | | | | | | | | | | | | | | | |  | | √ | |  | | |  | |
| A professional, conscientious, flexible, reliable and punctual approach to work | | | | | | | | | | | | | | | |  | | √ | |  | | |  | |
| Willing to undertake further appropriate training and additional responsibility. | | | | | | | | | | | | | | | |  | | √ | |  | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Prepared By | | | Donna Farnell – Team Lead Integrated Early Years and Childcare | | | | | | | | | | | | | | | | | | | | |
| Date | | | November 2023 | | | | | | | | | | | | | | | | | | | | |
|  | | | . | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | | | | |
| **DBS Clearance** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | **Yes** | | X | | | **No** | | | | | |  | |  | |  |  | | | |
|  | | | | |  |  | |  | | |  | | | | | |  | |  | |  |  | | | |
| Will the post holder be |  | | | |  |  | |  | | |  | | | | | |  | |  | |  |  | | | |
|  | Working in an educational | | | | |  | X | |  | | | |  | |  | | If Yes, the post holder | | | | | | | | |
|  | establishment, children’s day or residential care home | | | | |  |  | | |  | |  | | | | | will require an Enhanced  Disclosure | | | | | | | | |
|  |  | | | | |  |  | | |  | |  | | |  | |  | | | | | | | | |
|  | Involved in caring, training, | | | | |  |  | |  | | | |  | |  | | If Yes, the post holder | | | | | | | | |
|  | supervising or being in sole, unsupervised contact with children | | | | |  |  | | |  | |  | | |  | | will require an Enhanced Disclosure | | | | | | | | |
|  |  | | | | |  |  | | |  | |  | | |  | |  | | | | | | | | |
|  | A member of an executive | | | | |  |  | |  | | | |  | |  | | If Yes, the post holder | | | | | | | | |
|  | which discharges any educational or social services functions of a local authority | | | | |  |  | | |  | |  | | |  | | will require an Enhanced Disclosure | | | | | | | | |
|  |  | | | | |  |  | | |  | |  | | |  | |  | | | | | | | | |
|  | Involved in regularly caring for | | | | |  |  | |  | | | |  | |  | | If Yes, the post holder | | | | | | | | |
|  | Training, supervising or in sole charge of vulnerable adults, as defined in the Disclosure Access Category Code List | | | | |  |  | | |  | |  | | |  | | will require an Enhanced Disclosure | | | | | | | | |
|  |  | | | | |  |  | | |  | |  | | |  | |  | | | | | | | | |
|  | Concerned with the provision of | | | | |  |  | |  | | | |  | |  | | If Yes, the post holder | | | | | | | | |
|  | Care services to Vulnerable Adults | | | | |  |  | | |  | |  | | |  | | will require a Standard Disclosure | | | | | | | | |
|  | | | | |  |  | | |  | |  | | |  | |  | | | | | | | | |
| Working with children or | | | | |  |  | |  | | | |  | |  | | If Yes, the post holder | | | | | | | | |
| Vulnerable Adults | | | | |  |  | | |  | |  | | |  | | will require an Enhanced Disclosure | | | | | | | | |