**Person Specification**



|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Early Education Finance Officer | Directorate | Children’s Services |
|  |  |  |  |
| Post Number |  | Division | Family Solutions |
|  |  |  |  |
| Grade | 7SCP 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 EnhancedDisclosure |
|  |  |  |  |  |  |  |  |
|  | 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 |