

Job Title: SEND Finance and Budget Officer	Role Profile Number: SBC_11640
Level: 6	Date Prepared:
Directorate/Group: Children, Families and Community Health	Reporting to: SEND Commissioning Manager
Structure Chart attached: No	

Job Purpose

- To be responsible for all aspects of SEN commissioning finance including authorisation of payments within a clear framework
- To contribute to the on-going review and development of financial and other processes in consultation with stakeholders
- To provide effective and relevant financial and commissioning support to the Strategic Commissioner SEND including the Joint Strategic Needs Analysis for SEND
- To coordinate the place planning for SEN and maintain an overview of placement of pupils in specialist provision so that it informs commissioning decisions
- To fulfil a key feature of One Swindon Priorities to offer education opportunities that lead to the right skills and right jobs in the right places and to help people to help themselves while always protecting the most vulnerable children and adults

Key Accountabilities

- In liaison with the SEND Commissioning Manager maintain appropriate performance monitoring procedures to provide the Strategic Commissioner SEND with information about the effectiveness and efficiency of SEN and specialist educational provision in Swindon, making recommendations as necessary
- Support the SEND Commissioning Manager with audit and quality assurance processes in a range of settings including supporting quality assurance visits to specialist provisions and drafting notes of visits
- Support the Strategic Commissioner SEND in the development, maintenance and renewal of service specifications and contracts for specialist provision and advisory/support services
- Establish a range of appropriate contracting systems to enable delivery of high quality, value for money services
- Be responsible for all aspects of budget management for the multiple SEND budgets to include all necessary reporting, reconciliation and necessary projections using appropriate financial systems
- Delegated responsibility to make financial payments to schools and providers for multiple budgets each in excess of one million pounds

- Management of the financial and support processes for the delivery of personal budgets
- Provide information to ensure governmental and other data returns can be submitted
- Work with providers to agree appropriate actions where achievement of outcomes is at risk by either party
- Write reports and briefing notes on policy and commissioning issues for the Strategic Commissioner SEND and a range of management meetings, task forces, external and/or council meetings as relevant to the role
- Work with the SEND Commissioning Manager, Strategic Commissioner SEND and SENAT Manager on the review and development of service wide processes, procedures and guidance including the development of the Capita One database

Knowledge & Experience

- Knowledge and understanding of education or education funding context
- Knowledge and understanding of strategic planning
- Ability to collect and use data effectively to inform planning and report writing
- Experience of working with multiple or complex financial funding streams
- Experience of managing multiple or complex budgets
- Experience of management financial reporting procedures
- Knowledge of administrative procedures
- Excellent IT skills, including database, Excel, Word, Web software
- Extensive experience of developing and using excel spreadsheets to manage budgets
- Experience of developing synergies and partnerships within an organisation and with external partners
- Knowledge and experience of the commissioning cycle and approaches to commissioning
- Strong verbal and written communication skills
- General management skills to drive services and ensure the strategic direction of the Council is affected on a value-added basis
- Experience of reviewing statutory, financial or administration processes to continuously drive best practice and improved service
- Experience of resource management and associated accountability for cost effective outcomes
- Experience of managing projects through to business as usual
- Demonstrable evidence of working with providers, nurturing relationships, providing challenge and promoting successful change
- Innovative and able to recongise and develop the potential for doing things differently

Qualifications

- Degree level or equivalent management qualification or previous relevant experience

Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Working closely together, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships
- Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this role

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- Extensive knowledge of alternative educational providers, schools and their relationships with the local authority