

Job Description and Person Specification

Role: Finance coordinator



Job Description

Job Title	Finance Coordinator
Grade	5
Service	Integrated SEND Support Service
Reports to	SEND Business Manager
Location	Broadgate House
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

To provide day to day accounting support, to ensure the provision of effective financial planning and systems for a substantial education budget. Ensuring accurate financial records are kept and payments made in accordance with the Council's financial regulations.
To assist service managers in executing their financial responsibilities within service areas and delegated budgets.

Main Duties & Key Accountabilities

Core Knowledge

- To perform the role of Finance Coordinator for identification, distribution and monitoring of High Needs Funding, Post 16 budget, Out of City Placements.
- To monitor budgetary allocation in accordance with the Council's Budgetary Control Systems. This will include maintaining and monitoring a finance tracker of forecasted expenditure. Paying continuous attention to the budgetary control position ensuring senior managers are aware of any variations which could result in and overspend or underspend.
- Support budget holders to ensure budget setting processes are carried out effectively, including supporting with the preparation of quarterly forecasting information.
- Provide advice and assistance about financial matters to non-financial managers including some training in the use of financial systems.
- Implement and manage an effective process of pupil placements in schools outside of Coventry including the maintenance and certification of financial records and associated contracts in partnership with the Commissioning Team and Senior Education Health and Care Plan Coordinators.
- To ensure purchase orders are raised at the beginning of the financial year and all supplier invoices are verified against forecasted expenditure and paid in a timely manner.
- Monitoring and payment of personal and bespoke budgets.
- Responsibility for completing all scheduled Final Accounts tasks according to the agreed timetable and ensure transactions are carried out in line with internal policies and procedures.

- To interpret new legislation to inform the development and implementation of office systems to underpin the work of the statutory assessment service.
- Joint agency/partnership working - working with other Coventry City Council departments as well as Health professionals.
- Collating and verifying High Needs Funding data for schools.
- Gather information from to coordinate and respond to Freedom of Information requests.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

<p>External Parents/carers Suppliers Schools, colleges and other educational settings Health partners Other Local Authorities</p>	<p>Internal Finance team Budget holders Service areas in Childrens Services e.g. Social Care Virtual School (for children looked after)</p>
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: No direct reports.

Person specification

Job Evaluation Code	
Knowledge	
High level evidenced competence in IT literacy, particularly in the use of databases and spreadsheets	
Secure knowledge of a range of office systems and working procedures	
Evidenced understanding of data management and data protection	
Excellent knowledge of budgetary control and finance systems acquired through formal training and experience	
Skills and Abilities	
Good written and oral communication skills	
High level numerical, and analytical skills	
Ability to analyse and use financial data and provide sound financial management advice	
Ability to develop, plan and implement new information recording systems	
Ability to work under own initiative and manage time and conflicting workloads effectively	
Excellent organisational skills	
Ability to develop and foster good stakeholder relationships	
Of providing high quality and accurate financial information	
Experience	
Of working in a financial environment where policy considerations are important	
Of working in a finance role, monitoring expenditure and paying suppliers/challenging discrepancies	
Resolving queries from a range of people, both written and verbal communication	
Of managing conflicting workloads	
Joint agency/partnership working	

Qualifications
Educated to A level standard or level 3 equivalent. Maths and English GCSE pass (grade C or equivalent)
IT qualification desirable
AAT qualification, or working towards, desirable
Special Requirements

Date Created	March 2024	Date Reviewed	
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