

JOB DESCRIPTION

| | | | |
|--|--|-----------------|---------------------|
| Job Title | Finance Assistant - Education | | |
| Directorate | Finance & Procurement | | |
| Reporting to | Strategic Finance Business Partner - Education | | |
| Grade | 14 | | |
| Evaluation ref: | AG0046 | Job ref: | Family PRC14 |
| Role purpose | | | |
| To provide comprehensive finance support within the finance team supporting education at Somerset Council. | | | |
| Responsibilities | | | |
| <p>You will be responsible for supporting the Finance service with a variety of transaction processing and providing information to support budget monitoring, including:</p> <ul style="list-style-type: none"> • Raising and managing purchase orders for High Needs provision. • Dealing with and resolving queries from suppliers on invoices. • Supporting with maintenance of financial records. • Acting as a point of contact for finance and the education service for queries on financial information. • Supporting budget holders to utilise our accounting systems. • Ensure Financial Regulations and procedures are adhered to and provide support where required. • Supporting Business Partners with provision of financial information by interrogation and analysis of the Council's financial management information system on an ad-hoc basis. • Assist with ad hoc projects. | | | |
| Impact | | | |
| Contacts & Relationships | | | |
| <p>Internal contacts: All members of the Finance team, budget holders in Education, colleagues in ICT, Human Resources, Exchequer Services and Corporate Finance. The purpose of these contacts is to inform, advise, discuss, provide and receive information, to present recommendations on changes to procedures/systems or whilst taking appropriate action to deal with problems/queries.</p> <p>External contacts: Contact will include suppliers, schools, and customers.</p> <p>The jobholder has no direct line management responsibilities.</p> | | | |

JOB DESCRIPTION

| | | | |
|---|------------------|------------------|--|
| | | | |
| | | | |
| | Essential | Desirable | |
| Knowledge | | | |
| Understanding of Local Authority Finance and High Needs | | X | |
| Understanding of transactional processes including purchase orders and financial management | X | | |
| Knowledge of Microsoft Dynamics and Power BI reporting | | X | |
| Experience | | | |
| Relevant administration experience | X | | |
| Experience of providing support and advice to others | X | | |
| IT skills – Excel, SharePoint and Outlook | X | | |
| Qualifications / Registrations / Certifications | | | |
| At least a minimum of 5 GCSEs (including Maths and English) | X | | |
| Desire to progress and obtain AAT | | X | |
| Skills / Personal Attributes | | | |
| Positive, committed, thorough and confident approach. | X | | |
| Innovative and creative approach to service improvement and value. | | X | |
| Ability to work to deadlines and demonstrate adaptability and accuracy. | X | | |
| Strong team player with good ability to work independently. | X | | |
| Working Conditions | | | |
| Hybrid working | | | |
| Working Arrangements | | | |
| Somerset Council's dynamic Working Strategy will be applied to this position. | | | |
| Corporate Responsibilities | | | |
| Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and | | | |

JOB DESCRIPTION

Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: July 2025