



Job description			
Job title	SEND Funding Monitoring Officer		
Grade	F		
Directorate	Children's Services		
Service/team	Education and Inclusion		
Accountable to	SEND Team manager		
Responsible for	N/A		
JE Reference	A5405	Date Reviewed	03/06/25

Purpose of the Job

You will be part of a team functioning across Education, health & social care to provide support to the department in delivering its payment services. The post holder will be expected to undertake specific duties in relation to the department's payments for services as well as any other duties and responsibilities commensurate with the grade, which will assist the department in meeting its objectives or contribute to the post holder's personal development.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Understanding of CONTROCC, IPROC and EHM systems
2. Working knowledge of Microsoft Office suite
3. Raise requisition and purchase order and receipts
4. Invoicing: Processing of invoices from order through to validation in line with the appropriate policies, procedures and audit requirements
5. Perform and assist year end duties
6. Sound understanding of financial regulations
7. Perform "housekeeping" functions i.e., running off purchase order/encumbrance reports
8. Perform "housekeeping" functions i.e., finally close requisitions and purchase orders
9. Update provider details, emailing portal links and user manuals for registration to providers
10. Creation of simple and complex spreadsheets, e.g. including sums, percentages and averages to store data/information
11. Handling calls in relation to own work/role



12. Accurate indexing of scanned documents in accordance with process, in appropriate areas
13. To comply with the Council's Standing Orders and financial regulations
14. Assist with the continued maintenance and development of the computerised systems within the Department to meet divisional and departmental information requirements.
15. To liaise with other staff in other directorates or other agencies as required.
16. To undertake any other professional duties which fall within the remit of the post as identified by and agreed with the SEND Team manager.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.