



Education Penalty Notice Officer – North West London

Up to £18 per hour. Length of Contract: up to 6 months

Backstop is currently seeking an individual with good knowledge of the work of an Education Penalty Notice Officer to work full time within the Children and Young People department in the London Borough of Brent.

[I'm experienced in working with education penalty notices - send my CV to Backstop](#)

The ideal candidate will have worked with Education Welfare before, have a good financial background and will be familiar with Oracle, in addition to a keen eye for detail and good communication skills.

Some of the responsibilities of the education penalty notice officer:

- To ensure that the checking, coding, processing of invoices and calculation of payments are accurate and timely and reviewed on a regular basis.
- To ensure that all relevant paperwork relating to invoicing is correct and sent out on time and within deadlines.
- To input all payments and ensure these are in line with the stipulated criteria on Oracle.
- To ensure that all financial transactions are inputted accurately and in a timely fashion.
- To identify, investigate and redress any variances or financial irregularities which may arise and alert the Education Welfare Officer for Finance.
- Accurately monitor payments and non-payments of EPNs on Brent's financial accounting system (Oracle) and take appropriate action when there is a need for amendment or withdrawal of notices

Candidate requirements

- Evidence of significant experience and ability in the use of the Oracle Finance System or similar is essential.

- Evidence of relevant continuing professional development (CPD).
- Knowledge of legislation relating to relevant sections of the Education Act 1996.
- Evidence of a High proficiency in the application of Microsoft Excel and data analysis.

Contact:

This specialist Children & Young People Education and Welfare Service job is handled by the Backstop professional consultancy team; if you are interested in this position please contact us to apply now. You will be treated as far more than just a number. We are a personal agency with a great reputation - ask around - but we only take on high quality individuals who meet our clients' requirements.

Due to the high volume of applications we receive, regretfully we are only able to respond to candidates who appear to fall into this category.

Reasonable Adjustments:

If you consider yourself to have a disability or require any reasonable adjustment during the recruitment process or within the workplace, please highlight this at the earliest opportunity by contacting us. With this information, we will provide appropriate support to you throughout the process and into your work placement.