



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Early Years Funding Officer	<b>Role Profile Number:</b> ENN31
<b>Grade:</b> M	<b>Date Prepared:</b> December 2019
<b>Directorate/Group:</b> Education	<b>Reporting to:</b> Early Years and Childcare Business Development Manager
<b>Structure Chart attached:</b>	No

### Job Purpose

- The purpose of the role is work across the early years and childcare commissioning team to support the 0-14 early years and childcare policy delivery, helping to ensure Council statutory duties are met.

### Key Accountabilities

- Develop an in depth understanding of early years funding and childcare policy and funding entitlements across the age ranges, keeping up to date with policy changes and how this may impact the childcare market in Swindon.
- Manage an annual programme of contract monitoring with providers to ensure compliance of funding, meeting the Council's statutory duty towards securing early years provision free of charge to families.
- To use Capita One on a daily basis to administer applications for funding; to verify through security checks and sometimes further investigations a child's eligibility status and parental responsibility before proceeding with application. Verify through the HMRC and DWP eligibility checking service families eligibility for early years funding.
- Administer the back office functionality to approve changes to provider information within the Self Update Provider Portal.
- To have an in depth understanding of the early years funding payments processes to respond to queries and support the wider team to generate payments

- Data conflict management within Capita One, to ensure data is imported in a timely manner in order for payment deadlines to be met.
- Raise invoices and payment schedules as required
- Delegated responsibility for managing the payments for Inclusion Funding and High Needs Funding
- Produce take up data on a regular basis to inform place planning strategy.
- To work constructively and positively across the Council and beyond for the benefit of customers, in particular, early years providers and schools, including pupils and staff.
- To work across all aspects of the remit of the Education Place Planning section as required and to be flexible in terms of supporting all staff and customers in all aspects of the work of the Section.

### **Supplementary Accountabilities**

- Occasional need to attend meetings outside normal working hours
- Ability to travel across the Borough for meetings

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Understanding of large scale databases
- Good verbal and written communications skills
- Ability to deal with queries from public, providers and other agencies
- Ability to work on own initiative and as part of a team
- Ability to prioritise work

### **Qualifications**

- NVQ Level 2 or equivalent

<p><b>Job Scope</b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>.</p>
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**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)*

- Stakeholders will include:
- Parents
- Education Providers including schools and early years settings
- Wider education commissioning team
- HMRC support team

**Values and Behaviours**

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

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

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	