

<b>Job Title:</b> Early Years Funding Officer	<b>Role Profile Number:</b> ENN31
<b>Grade:</b> M	<b>Date Prepared:</b> February 2020
<b>Directorate/Group:</b> Children's Services	<b>Reporting to:</b> Funding Operations Manager
<b>Structure Chart attached:</b>	No

**Job Purpose**

- The purpose of the role is to manage the payments process for all Early Years and Childcare providers. To generate regular data and management information to provide the evidence base to inform local decisions and report on take up to stakeholders.

**Key Accountabilities**

- Delegated responsibility to make financial payments to schools and providers for the delivery of early years funded places. To calculate and ensure accurate and timely payments are made to all eligible providers in line with the code of Practice for the provision of free early education places for 2, 3 and 4 year olds
- Responsibilities for ensuring funded places are confirmed via the Capita One 2 year old funding portal. Liaising with families and providers to confirm funded places and working with the Early Years Engagement Officer to identify complex cases which will require more in depth brokerage.
- To lead and manage communication with providers with all aspects of early years funding. Providing expert advice and guidance to ensure providers understand the process for

accessing early years funding. Act professionally; representing the Council to ensure the process is effective and easy to use so to ensure it isn't as a barrier to providers accepting funded children.

- To lead on a strategy to implement a monthly payments system in line with new Government policy. Liaising with stakeholders to make the change, and report on challenges and successes to the DfE and other Local Authorities.
- To provide accurate information to the DfE and Finance Team via the Early Years census to ensure correct funding is allocated, monitored and all legal requirements are adhered to.
- To use a database (Capita One) on a daily basis. To work closely with the Finance team to maintain and monitor the Early Years Education budgets.
- Work with the Systems Lead to generate and report on data and management information to provide the evidence base to inform local decisions.
- Support the Funding Operations Manager to develop training and support strategy for providers to enable the use of the early years portal. To work with stakeholders to implement additions and changes to the portal in line with new Government policy to ensure the Council's statutory duty is met. Develop clear user guides for providers to support the use of the early years funding processes and systems.
- Verify through security checks and sometimes further investigations to establish a child's status and parental responsibility before proceeding with application. Verify through the HMRC and DWP eligibility checking service families eligibility for early years funding.

### **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:*

- Experience of delivering a successful and high quality customer focused service
- Experience of working with Education Providers, Finance Managers and other customers in an effective and constructive way
- Experience of using databases, preferably Capita One.

## **Qualifications**

- Educated to A Level standard or equivalent

<b><u>Job Scope</u></b>  <b>Number and types of jobs managed</b> <ul style="list-style-type: none"><li>• None</li></ul> <b>Typical tasks supervised/allocated to others</b> <ul style="list-style-type: none"><li>• None</li></ul>	<b>Budget Holder</b>  <b>Responsibility</b>    <b>Asset Responsibility:</b>	No  .
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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:
- DfE/EFA
- Senior Officers
- Education Providers including schools and early years settings

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