

Job Title: Funding Policy and Systems Officer	Role Profile Number: ENN42
Grade: N Salary:	Date Prepared: August 2018
Directorate/Group: Education	Reporting to: Strategic Commissioner – Early Years and Childcare
Structure Chart attached:	No

Job Purpose

- 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.
- To lead system improvements across the education department, ensuring Capita One is being used in the most efficient way and meets service requirements in line with policy changes.

Key Accountabilities

- Delegated responsibility to make financial payments to registered 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 statutory requirements for the provision of free early education places for 2, 3 and 4 year olds.
- 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.
- 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 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 Early Years and Finance team to maintain and monitor the Early Years Education budgets.
- To work across the education department to understand service requirements for Capita One and working closely with ICS and Capita One Account Manager identify where improvements can be made. Provide project management to service areas during implementation of additional functionalities and software.
- Attend regional network meetings with Capita One and other local authority users to share best practice and ensure Swindon is kept up to date and helps shape future software developments.
- Work with the Strategic Commissioner – Early Years and Childcare to generate and report on data and management information to provide the evidence base to inform local decisions.
- 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.

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
- Excellent knowledge and experience of using Capita One
- Knowledge of issues affecting the early years sector.
- Experience of dealing with sometimes distressing situations/cases
- Excellent knowledge of Microsoft office (or similar), in particular Word and Excel.
- Self-motivated and ability to make appropriate decisions using own initiative.
- Ability to work in partnership across teams, the wider organisation and external stakeholders.
- Excellent listening, communication and interpersonal skills.
- Experience of working with Education Providers, Finance Managers and other customers in an effective and constructive way

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	