

Job Description

Job Title: Early Years Funding Coordinator

POSCODE: CCC0425

Grade: P1

Overall purpose of the job

The Early Years Funding (EYF) Coordinator has to lead and manage the funding process and information system to allow the Council to provide the free Early Years Entitlement for all eligible 2-, 3- and 4-year-olds in Cambridgeshire, including:

- claiming, payment, monitoring and reporting of EYF expenditure and take-up
- development and oversight of policies and procedures for EYF
- team management and administration of EYF.

Main accountabilities

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1.	Develop, interpret and maintain policies and procedures for the payment and administration of Early Years Funding based on compliance with central government and Local Authority regulations and guidance, including advising on and influencing funding withdrawal decisions.
2.	Take ownership of the processing of large-scale funding, to ensure that the funding is organised appropriately, delivered to the providers on time and in line with policy.
3.	Manage the workload of the Early Years Funding team through appropriate support, delegation, supervision and training so that it contributes to the efficient and effective use of funding.
4.	Oversee / manage the development and maintenance of safe and secure information processing systems to ensure <ul style="list-style-type: none"> • clear, simple and effective data collection • accurate electronic payments to Early Years providers • quick and straightforward management information for internal and departmental needs and audit and statistical purposes • compliance with GDPR and other Data Protection legislation • effective implementation of national and local changes to entitlement and related policies and processes.
5.	Ensure sound financial management and appropriate reporting of spending, compliance with Council financial regulations and accurate budget forecasting.
6.	Deliver the requirements of the Department for Education Early Years Census annually (and at other times if required) in a timely and planned manner.
7.	Develop and produce management information relating to additional funding streams to support Council work on the effectiveness of EYF in the delivery of Council outcomes, and communicate the impact of EYF effectively to a range of stakeholders. Lead work with Early Years Provider Reference Group re: policy consultation on key local funding decisions.
8.	Provide key input to the financial implications of setting suspensions and closures.
9.	Lead personal and professional development for self and staff, including relevant legislation, guidance, policies and research; input to and influence regional and national policy work.
10.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
GCSE	Education to GCSE standard with grade 4 and above (A*- C) in English and maths or equivalent.	E
Level 4	Level 4 qualification in Business / Finance / Childcare / ICT	E
Degree or postgraduate qualification	Accountancy/Finance or equivalent	D

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Early Years Funding	Detailed/ in-depth knowledge and understanding of practice and legislation/guidance relating to the provision and policies of Early Years Funding or a similar sector, coupled with previous experience	E
Accountability for public funding	Knowledge of the key financial requirements on public bodies and the mechanisms by which these can be monitored and controlled	E
Equality and diversity	A clear commitment to ensuring individuals or groups of individuals are treated fairly and equally and no less favourably, specific to their needs, including areas of race, gender, disability, religion or belief, sexual orientation and age.	E
Stakeholder engagement	Experience of working with diverse organisations coupled with an awareness of how to work with a range of stakeholders.	E
Diversity and inclusion	Able to recognise, respect and value people's differences to contribute and realise their full potential by promoting an inclusive culture.	E
Data management	Knowledge of proprietary databases, preferably Capita ONE.	E
Data protection and Freedom of Information	Knowledge of information, legislation, and guidance relating to the Freedom of Information and Data Protection Acts	E
Skills		
IT literacy	An excellent standard (CLAIT/ECDL/RSA/IBT2) to include demonstrable experience of use of database systems along with the Microsoft suite of packages.	E

Excellent communicator	To ensure provision of relevant and accurate information to providers and key stakeholders in spoken and written form. Able to understand, interpret and précis statutory requirements or policy guidelines, and lead on the drafting of local guidelines	E
Able to sensitively handle enquiries	Able to use tact, discretion and sensitivity in responding to and dealing with enquiries from providers, the public and partner organisations. The postholder may be faced with angry or distressed providers, parents and members of the public both on the telephone and, on occasion, face-to-face.	E
A methodical and planned approach to work.	The ability to: <ul style="list-style-type: none"> • accurately record and process detailed data • plan and organise their own workload and that of other staff; • draw up and publish schedules for providers to use including deadlines for submission for information; • forward plan; • produce work to deadline; undertake tasks where attention to detail is vital.	E
Ability to travel	Willing to visit childcare providers and other locations in support of the role (including support to audit activity)	E
Adaptable and flexible	Able to respond to changing service requirements in a positive and enthusiastic manner	D
Experience		
Administrative experience	Substantial experience of working in a relevant administrative role in a busy office environment.	E
Working with financial systems and records	Experience of working with finance systems and keeping accurate financial records, including implementation and testing of new systems or significant/regular upgrades	E
Experience of stakeholder working	Experience of working effectively within a team, with a range of professional colleagues	E
Database systems	Experience of managing, analysing, and interpreting large volumes of data and report preparation using tools such as Excel or Power BI to manipulate, summarise and present data	E
Supervision	Experience of directing the work of others, including reviewing and addressing skills needs Some experience of motivating other to deliver excellent results.	E

Customer service	Experience of overseeing and supporting a customer base of 500+, ideally accessing services through a portal or online channel	D
Training / Adult learning	Experience of delivering briefings / training sessions online and in person	D
Local government sector	Experience of working in the local authority sector	D
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	
Safeguarding (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level

What disclosure level is required for this post?	None	Standard ✓
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into?	Fixed	Hybrid ✓	Field	Remote	Mobile
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