**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:**  | Early Years Funding Assistant |
| **Directorate:**  | People Services | **Division/Section:**  | Education, Skills & Early Years |
| **Grade:**  | 3 | **JE Reference:** | 9008 |

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| **Job Purpose** |
| To administer payments of the Free Early Education Entitlement Funding for 2, 3 & 4 year olds, EYPP and the SEN Inclusion Fund in accordance with the requirements as issued by the Department for Education (DfE).To undertake provider audits to monitor use of grant and compliance with funding conditionsTo provide advice and information in respect of all Early Education Funding to all early years providers. |
| **Key Tasks** |
| 1. To assist with the monitoring, processing, allocation and administration of funding for the Free Early Education Entitlement funding for 2, 3 and 4 year olds, EYPP and the SEN inclusion fund in line with relevant statutory guidance.
2. Prepare for the free early education payment run (6 times per year). Including: import provider pay claims, undertake checks to ensure no duplicate claims, manually calculate payments for midterm starters and leavers, and highlight and potential errors to the early Years Funding Officer.
3. To provide information, advice and guidance to early years providers, members of the public and officers of the Council on the Early Education funding process.
4. To provide support and training to early education providers in relation to the Early Education and childcare funding and processing claims, including induction of new providers through visits to settings and meetings with parents
5. To undertake financial audits of providers in receipt of free early education entitlement and related funding completed with early years providers. Producing reports on all financial audits and site visits.
6. To support the completion of monthly and year end finance processes for the Education Improvement Service.
7. To assist in the quality assurance of grant processes, ensuring all legislative processes and procedures are implemented, updated and in place, and that relevant records and documentation are complete, checked, current and stored appropriately.
8. To carry out cross border checks with other Las to mitigate risk of duplication claims across LA areas.
9. To support the collation of Census data.
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| **Standard Duties:** |
| 1. | To actively promote the equalities and diversity agenda in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the Council, including customer care, data protection, finance, ICT, safeguarding and health & safety policies. |
| 3. | To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda. |
| 4. | To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role.  |
| 5. | Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:** Officers of Environmental Services and other departments, members of the public |

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| Relationship To Other Posts In The Department: |
| **Responsible to:**  | Early Years Funding Officer |
| **Responsible for:** | N/A |

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| **Special Conditions:** None |

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| **Values and Behaviours:** |
| We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:* **Fairness -**We will champion fairness and equality of opportunity and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved.
* **Openness -**We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible.
* **Responsibility -**We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations.
* **Working together -**We will work together and support each other in achieving common goals, making sure the environment is in place for self-help.
* **Accountability -**We recognise and act upon the impact of our actions on others and hold ourselves accountable to our stakeholders.
* **Respect -**We recognise and welcome different views and treat each other with dignity and respect.
* **Democracy -**We believe and act within the principles of democracy and promote these across the borough.
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| Internally we’ve translated these values into five Co-operative behaviours which outline the priority areas of focus for staff at all levels.* Work with a Resident Focus
* Support Local Leaders
* Committed to the Borough
* Take Ownership and Drive Change
* Deliver High Performance

More information around our Values and Behaviours can be found on our Greater.Jobs pages. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** |  |  |  |
| **Reviewed** |  |  |  |
| **Reviewed** |  |  |  |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title:** Early Years Funding Assistant

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|  | **Selection criteria** **(Essential)** | **Selection criteria** **(Desirable)** | **How Assessed** |
| Education & Qualifications | Literacy and numeracy skills sufficient to undertake the tasks and duties contained in the job descriptionEvidence of continued professional development, managerial and personal development  |  | AFAF |
| **Experience** | Experience of using financial systems, collating financial information, analysing data and producing reportsExperience of data inputting and manipulation of spreadsheets and data sourcesExperience of providing a high quality customer careExperience of liaising with a wide range of agencies across the public, private, voluntary sector and maintained |  | AF/IAF/IAF/IAF/I |
| **Skills & Abilities** | Organisational skills to prioritise own workload to meet potentially conflicting deadlinesInterpersonal/customer care skills to develop positive working relationships at all levels internally and external to the organisationTeamwork skills to ensure work is consistently completed to service quality standards and deadlines are achievedProven ability to concentrate, be methodical and have attention to detail for the processing of financial information and grantsAble to complete audit checks at settings and produce a report with key findings |  | AF/IAF/IAF/IAF/IAF/I |
| **Knowledge** | Knowledge of financial management systems and financial proceduresKnowledge of administration and office systems and proceduresKnowledge of information security and data protection process and why this is important | Knowledge and understanding of statutory guidance relating to early years funding arrangements  | AF/IAF/IAF/I |
| Work Circumstances | Able to work flexibly to meet the demands of the service (including evening and weekend as necessary)Ability to travel across the Borough |  | II |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

**NB. - Any candidate that meets the criteria of our Guaranteed Assessment Scheme and meets the essential criteria will be guaranteed an interview. Our Guaranteed Assessment Scheme supports candidates with disabilities, those who are aged 24 or under and have previously been in or currently in care, and those whose last long term substantive employer was the Armed Forces.**