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| Job Title | Early Education Finance Officer |  Directorate | Children’s Services |

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| Post Number |  |  Division  | Family Solutions |

£29,269 - £32,076

(18.5 Pro-rata)

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| Grade | Grade 7SCP 18 - 23 | Salary Section  | Integrated Early Years Service  |

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| Reports To | Early Education Funding Co-ordinator |

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| **Purpose of the Job:** |
| 1. Financial administration and transactions of Early Education Funding (EEF) ensuring compliance with council standing orders, statutory financial regulations, internal and external audit requirements.
2. Ensuring all early education providers receive accurate and timely EEF payments for 9-month-olds, 2, 3 and 4yr olds including Early Years Pupil Premium (EYPP), Early Years Inclusion Funding (EYIF) and Disability Access Funding (DAF)
3. Ensuring all early years and childcare providers comply with the DfE statutory guidance and Dudley Code of Practice for the delivery of Early Education Funded places.
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| **Specific Accountabilities**  |
| * Ensuring robust financial administration of the targeted and universal EEF for 9-month-olds, 2, 3 and 4yr olds, Early Years Pupil Premium (EYPP), Early Years Inclusion Funding (EYIF) and Disability Access Funding (DAF)
* Ensuring information received from providers with regards to children via headcounts is accurate and timely and is based on an actual count of children attending provision conducted at least three times a year.
* Working with the Early Education Funding Coordinator and team ensure all providers are issued with an indicative budget at the beginning of the financial year which broadly reflects anticipated participation. And adjust budget to reflect actual levels of participation within the financial year, across all sectors.
* Ensuring all providers are issued with their payments within the statutory timescales whereby payments must be made within the first month of a new term, from September 2025, all early year’s providers receive their EEF on a monthly basis.
* Working with and support the early education funding co-ordinator and team to ensure accurate and timely payments are entered into the council financial system Agresso.
* Adhering to the Prompt Payment Code guidelines issued by the Institute of Credit Management as required by DfE.
* At regular and specified times as Early Education Funding Coordinator requires visit providers to complete quality audit checks of documentation including any estimates or headcount returns submitted via the Synergy provider portal and compliance with process for signed parent/carer agreements
* Providing support for the parent and provider EEF ‘helpline’ and ensure that parents are aware of and are provided with updated and accurate information in relation to new funding, initiatives, and policies.
* Supporting the validation processes for parents accessing 9-month-old, 2, 3 and 4-year-old funding, EYPP, DAF and the 30-hour funded entitlement via the HMRC Eligibility Checking Service (ECS) process.
* Supporting providers to ensure that their invoicing and receipt processes are clear, transparent, and itemised, allowing parents to see that they have received their child’s funded entitlement completely free of charge and understand any fees paid for additional hours or other services.
* Ensuring all aspects of work are compliant with Data Protection, GDPR, Information Governance and Information Security regulations and standards.
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| **Key Accountabilities**1. Effective engagement with schools and PVI providers to secure high quality  sustainable viable provision.2 Effective record keeping and report writing.3. Compliance with the council’s financial regulation and standing orders4 Safeguarding the welfare of children and report any causes for concern relating to the  welfare and safety of children to the designated person, and senior management team.  5 Be a supportive and proactive member of the Integrated Early Years Service,  contributing to service knowledge 6 Promote equality, diversity and community cohesion to meet Council, Directorate and  Service objectives. All employees have a responsibility not only for their own  behaviour, but also for others regarding equality of opportunity. Any incident must be  reported.7. Ensure a ‘Think Family’ approach is undertaken in all work to ensure coordinated and  responsive services are available at the right time and in the right place for all children,  young people and their families.8. Promote Child Friendly Dudley and the rights of children and young people to have  their voices heard and to influence the development of services and encourage the  delivery of positive outcomes for all children and young people.10. Participate in continuous professional development and access individual and team  training opportunities, which will assist with the development of their own expertise and  contribute to the development of a well informed and responsive service.11. Participate in a My Annual Review (MyAR), meeting and undertake a plan of training  where necessary. 12. Represent the Council and Directorate in a professional manner meeting the  Corporate and Directorate aims and comply with all Directorate and Corporate policies. 13. Employees must comply with health and safety legislation and will be required to  comply with the Council’s Health and Safety Policies. All employees must ensure that  they take reasonable care of their own health and safety as well as the health and  safety of any person that is affected by their actions. 14. To be responsible for adhering to legislative requirements and Council Policies and  Procedures including, but not exclusively Health & Safety, Data Protection, GDPR and  Internet/Email use.15. In addition to all the responsibilities listed above, all employees must be flexible in their  approach and undertake other duties that are commensurate with post holder’s level,  wherever they may be, to achieve the objectives of the Directorate. |
| Special Conditions: | Some evening / weekend work may be required occasionally |

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| Car Allowance: | Casual |

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| Prepared By: | Donna Farnell – Team Lead Integrated Early Years and Childcare |
| Date: | November 2023 |