**Job Description and Person Specification Profile**

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| **Job Title** | Early Education Funding Officer |
| **Job ID** | E64 |
| **Service** | Early Education Funding Team |
| **Grade** | E |
| **Reporting to** | Early Education Funding & School Organisation Manager |

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| **The Role** |
| This role will support the effective administration of the various funding regimes for Early Education Funding and any other Funding Streams in accordance with the requirements issued by the Department for Education. You will support early years providers, in relation to all the Early Education Funding submissions, and offer advice, and information to providers, stakeholders and the public. As part of undertaking this role you will provide effective administrative and business support services to all stakeholders and to support the team.**Main Duties and Responsibilities include:***This list is not exhaustive and is an indicator of the key duties and responsibilities that the post holder will have.** To administer and maintain the Tameside Free Entitlement Provider Directory in accordance with procedure and funding arrangements

 * To provide information, advice and guidance to early years providers, members of the public and officers of the Council on all aspects of Early Education Funding
* To manage and process an agreed caseload to ensure termly headcounts, termly census arrangements, childcare sufficiency questionnaires and all other funding submissions are processed accurately within deadlines

 * To ensure the administration, allocation and reporting of funding for the Free Early Education Entitlement for under 2’s, 2’s and 3- and 4-year-olds, EYPP, DAF in line with relevant statutory guidance and ensuring that quality standards are maintained
* To collate and analyse data using SQL reporting and Excel and provide statistical reports/presentations or analysis on any funding regimes as required
* To ensure accurate submission and delivery of Free Entitlement Funding for all age ranges including its payment arrangements to providers and to ensure financial management, monitoring, and control according to the Authority’s Financial and Auditing Regulations and annual guidance as offered by the DfE
* To keep abreast of all regulations and government requirements and ensure that providers of Free Entitlement Funding are operating legally within the DfE Statutory Guidance reflecting the provisions in the Childcare Bill. To ensure they comply with the requirements of the Statutory Guidance as set by government and the local requirements of Tameside MBC
* To liaise with the Early Years Quality Improvement Team on issues relating to the Funding
* To support the Manager and Assistant Manager with the development, administration and implementation of any new funding regimes as required. This could also include the need to assess and evaluate applications and present them for final assessment and assist in making final recommendations for their approval
* To become fully conversant with the use of external software to administer the funding in accordance with the Tameside I.T. policy and the Data Protection Act and UK GDPR
* To provide efficient administrative support to the Early Education Funding and School Organisation Manager as required. This could include all aspects of administration e.g. outward communications, producing and managing accurate word documents, spreadsheets, minutes, and electronic filing systems as required by the team
* To liaise effectively with nominated financial support officers of the Council
* To review, write and administer all current procedural guides and for any future funding arrangements as may be required
* To quality assure all funding processes ensuring all legislative and administrative procedures are adhered to and fully implemented as required. To ensure audit processes are followed and that relevant records and documentation are complete, checked current and stored appropriately
* To provide potential funding applicants with written and oral advice and guidance on the completion of funding application forms, the process and subsequent monitoring arrangements
* To liaise closely with colleagues in the service on associated funding regimes
* Such other duties as are commensurate with the scale and nature of the post
* To work flexibly as the service requires, including the occasional evenings and weekends

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.  |

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| **About You** |
| **Your essential qualifications*** A minimum of 5 A-C GCE or equivalent (including Maths and English)
* Hold a recognised Business/Finance/Administrative Qualification, equivalent to level 3
* Appropriate IT qualification (level 3)

**Your essential skills, knowledge and experience**Experience * Experience of customer service and helping/facilitating others to make funding claims and accurate and timely submissions
* Experience of using financial management systems and processes
* Experience of collating financial information, analysing data, producing reports, and manipulation of spreadsheets and other data management
* Experience of data inputting, funding processes and procedures and audit systems
* Experience of using Microsoft office suite

Skills* Excellent oral and interpersonal communication skills with the ability to establish and maintain effective working relationships with stakeholders, other teams and the public
* Excellent written communication skills with the ability to compile accurate documents, reports and presentations using data from excel or system databases/reporting
* Good workplace and time management skills and able to work under pressure to tight timescales
* Analytical skills to investigate and interpret and summarise data and make appropriate recommendations
* A proven ability to concentrate, to be methodical and have attention to detail for the processing of financial information and funding submissions
* Ability to analyse, organise and communicate information effectively and clearly
* Strong ICT skills with the ability to use a range of systems and related software packages in particular Microsoft Excel, Outlook and Word
* Able to work effectively as part of a team and work independently to ensure work is completed to service quality standards
* To check and audit childcare providers, challenging practice where appropriate, issue reports and actions/recommendations and monitor action plans
* Strong administrative and organisational skills to prioritise own work and to complete tasks to an agreed and varied work programme and meet challenging deadlines
* To be able to remain calm, focussed and respectful under challenging situations and still be able to communicate effectively
* Able to travel and work at different sites within the borough

Knowledge* Knowledge of administration and financial business management systems and audit procedures
* Knowledge of government initiatives, legislation, guidance and broader influences relating to this role

Other* To undertake appropriate training and development as required and commensurate with the role and make effective use of workplace supervision
* To have a positive and enthusiastic approach to the work and be able to communicate this to others

**If you have the following experience or qualifications – then that’s great!*** A basic understanding of the role and the challenges faced
* Knowledge of the early years and childcare sector and Early Years funding arrangements
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**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

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| **What can you expect from us?*** A fair salary and benefits
* Opportunities for good health and wellbeing
* Help you to grow, develop and to do your best
* Enable you to be creative and innovative
* Fully involve you in changes that affect you and your work
* Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside** |

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

