

## Job Description- Funding Entitlement Coordinator

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| <b>JOB TITLE:</b>         | Funding Entitlement Coordinator  |
| <b>GRADE:</b>             | NJC Grade I  |
| <b>POST NUMBER:</b>       | H090000093   |
| <b>DIRECTORATE:</b>       | Children's Services<br>-Education  |
| <b>SERVICE:</b>           | Early Education and Childcare Service<br>- Funding and Data Team   |
| <b>RESPONSIBLE TO:</b>    | Early Education and Childcare Funding and Data team Leader   |
| <b>RESPONSIBLE FOR:</b>   | Junior Support if applicable   |
|                           | <p><b>Enhanced check required and sign up to the update service</b><br/> <b>This post is not politically restricted</b><br/> Is a Travel Allowance Payable? Yes<br/> Does this post attract an Essential Car User Allowance? No<br/> Hybrid working</p>  |
| <b>JOB SUMMARY:</b>       | <p>To provide a high quality, responsive and professional funding and childcare sufficiency function to support the Early Education and Childcare Service in meeting its statutory duties under the Childcare Acts 2006 and 2016.</p> <p>Support the Early Education and Childcare Service's strategy, ensuring effective, accurate and good practice is delivered across the sector.</p> <p>To ensure there are sufficient, high quality, flexible and accessible early education and childcare offers for all parents/carers wishing to take part.</p> <p>To be responsible for leading and managing the funding process, financial transactions and information systems to enable an effective, accurate and timely distribution of the funded entitlements and all other funding and grants available to the sector.</p> |
| <b>ROLE REQUIREMENTS:</b> |  |
| 1.                        | Take a lead on ensuring all early education and childcare providers, delivering or wishing to deliver the funded entitlements, SENIF, or other grants are skilled and have an excellent working knowledge of the DFE guidance: <i>'Early years entitlements: local authority funding operational guide'</i> , the provider funding agreement, council financial rules and regulations, policy; and are kept up to date on any relevant developments. This includes providing bespoke advice, guidance, and support to current and prospective providers.   |
| 2.                        | Work closely with the Family Information Service/Local Offer, data and sufficiency colleagues, and other stakeholders in ensuring parents/carers are made aware of the early education and childcare offers and availability of places in the borough.   |
| 3.                        | To lead on the administration of all funding streams to be distributed to providers by the Early Education and Childcare Service. Ensure all eligibility checks are completed on time and communicated to the parents/carers and providers.  |

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| 4.                                | Work with providers delivering early education and childcare provision to submit their headcount data in an accurate and timely manner, handling queries, issues and difficulties as they arise in a supportive and enabling manner.   |
| 5.                                | Verify accuracy of all financial transactions, funding entitlements, SENIF and grant applications made to the service.   |
| 6.                                | Work with financial systems to calculate payments and ensure these are made to all providers in a timely manner (according to specified timescales).   |
| 7.                                | Produce standard and bespoke reports and data dashboards using Microsoft Reports Builder/SSRS, Excel and AI to identify trends and development needs to ensure processes are fit for purpose.  |
| 8.                                | Work in partnership with the Data Intelligence and IT team to ensure processes are aligned. This will include representing the service as and when needed at various boards and working task/improvement groups.   |
| 9.                                | Monitor, audit and maintain accurate and up-to-date records.   |
| 10.                               | To conduct funding agreement compliance and monitoring visits alongside members of the service and to report any issues to the senior leadership team.   |
| 12.                               | Take a lead on ensuring systems and processes are efficient, effective and accurate at all times. Use the Assess, Plan, Do and Review process to review systems and processes and make recommendations on potential improvements.  |
| 13.                               | Take the lead in designing and developing the funded entitlements process to ensure it is streamlined and easily accessible, so that all families wishing to take up a funded place receive a swift response.  |
| 14                                | Produce termly financial reports and data dashboards, to ensure up-to-date and accurate information is available to support budget holders in managing their budgets by using IT reporting systems.  |
| 15.                               | To ensure that information on payments made for each of the funding streams is available, accurate, and up to date to support budget reconciliation and management by the Early Education and Childcare Service's budget holders.  |
| 16.                               | Contribute to the design and provision of a comprehensive sector-led continuous workforce training and development programme.  |
| 17.                               | To provide and deliver training, network opportunities, support and guidance to all early education and childcare providers and stakeholders on the statutory guidance and legislation with regard to the delivery of the funded entitlements, ensuring compliance with the regulations set out in the operational guidance. |
| 18.                               | To support the Early Education and Childcare Sufficiency Assessment process through the collection, collation and summary of data.   |
| 19.                               | Respond to complaints and Freedom of Information requests.   |
| 20.                               | To oversee and supervise the work of junior staff to support the funding administration processes where applicable.  |
| <b>CORPORATE RESPONSIBILITIES</b> |  |
| 1.                                | Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.   |
| 2.                                | Develop and maintain positive relationships with colleagues,   |

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|                    | stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.   |
| 3.                 | Promote equality and equity among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.   |
| 4.                 | Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.                         |
| 5.                 | Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.  |
| <b>PEOPLE</b>      |  |
| 6.                 | Work closely with colleagues, providers and partner stakeholders supporting the delivery of integrated services.   |
| 7.                 | To engage with all stakeholders raising the profile of the Early Education and Childcare service and sector.   |
| <b>SERVICE</b>     |  |
| 8.                 | Work as a supportive and proactive team member with a focus on wellbeing and collaboration.  |
| 9.                 | Acting on own initiative and work with colleagues to help maintain the smooth running of the service.  |
| 10.                | To work within the councils' safeguarding policies and practices, to identify safeguarding concerns, to make a judgement, take action and escalate accordingly.  |
| 11.                | To identify initiatives, marketing opportunities and platforms that promote the service, sector, and the funded entitlements.  |
| 12.                | Ensure that duties are undertaken with due regard and compliance with the Children's Act 2006 (2014), Ofsted, DfE Guidance, EYNFF, EYFS, GDPR, Data Protection Act and other legislation deemed relevant.  |
| 13.                | Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and other relevant Health and Safety legislation.  |
| <b>PERFORMANCE</b> |  |
| 14.                | Maintain personal and professional development to meet the changing demands of the job by actively participating in regular work review meetings, 'My Annual Review' scheme and service improvement transformation cycle.                              |
| 15.                | Ensure own professional development by actively seeking new learning opportunities and attend identified training, networks and conferences with the aim of improving the service. This may include cascading training to colleagues and stakeholders. |
| 16.                | Be a reflective and active team member ensuring the adherence of the 'Assess, Plan, Do, Review Cycle' and allow for change.  |
| 17.                | Ensure that all duties and responsibilities are discharged in accordance with the Council's policies and procedures, Code of Conduct and relevant regulations and legislation  |
| 18.                | To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.   |

## Person Specification

| <b>Person Specification for the Post of:<br/>Early Education and Childcare Funding Entitlements<br/>Coordinator</b> |   | <b>Essential (E)</b>  | <b>Method of<br/>Assessment<br/>A= Application<br/>T= Test<br/>I= Interview</b>                 |
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| <b>Knowledge</b>  | <p>Significant working knowledge of the wide-ranging Government early education and childcare initiatives.</p> <p>Thorough working knowledge and understanding of all relevant statutory frameworks and legislation.</p> <p>Good working knowledge and understanding of the early education and childcare education and childcare sector and its challenges.</p> <p>Good working knowledge and understanding of DfE, Ofsted and Independent Schools Inspectorates frameworks and duties.</p> <p>Significant working knowledge of Synergy Early Years Application, including administration client software, Early Years Provider Portal, 2-Year-Old Funding Application, Parent Portal and FIS Online Portal.</p> <p>Significant working knowledge of reporting using Microsoft Reports Builder/SSRS Reports.</p> <p>Excellent IT literacy skills.</p> <p>Knowledge of Artificial Intelligence and how to apply this to streamline current processes.</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p> | <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> |
| <b>Qualifications &amp; Experience</b>  | <p>Level 4 qualification (or above) in finance, business administration, data, or a related field, or equivalent relevant professional experience.</p> <p>Significant experience of financial and/or funding administration.</p> <p>Significant experience of the effective use of ICT and other specialist systems.</p>  | <p>E</p> <p>E</p> <p>E</p>  | <p>A,</p> <p>A, I</p> <p>A, T</p>   |

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|  | <p>Experience and ability to plan, deliver and monitor projects and programmes of work, in line with agreed timescales and outputs; to contribute to cross-service/agency projects.</p> <p>Significant experience in data collection, analysis and report writing.</p> <p>Experience in the provision and presentation of statistical information across a variety of software applications.</p> <p>Experience of how-to coach, mentor, nurture, advise and provide supportive challenge to Early Education and Childcare provision to ensure the development of high-quality and sustainable provision.</p> <p>Experience of direct or indirect supervision / overseeing the work of others.</p> <p>Experience of working in a supportive funding team within a large and complex organisation, with expert technical professional knowledge and experience</p> <p>Experience of working collaboratively as a team in an open and nurturing environment.</p> <p>Experience in sustaining partnerships both internally and externally with key partners and stakeholders.</p> <p>Excellent inter-personal and negotiating skills, with experience of resolving escalated and complex queries.</p> | <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> |
| <p><b>Living the TOWER Values sets out the essential behaviours required of all staff.</b></p> |   |  |   |
| <p>We work <b>TOGETHER</b> across boundaries and with partners to</p>                          | <p><b>Building relationships:</b> Seeks opportunities to build positive relationships with people from other teams and partners. Builds networks with key teams they work with, to ensure they achieve the best outcomes.</p>   | <p>E</p>   | <p>A, I</p>   |



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|  | To be willing, and able, to work and travel around and outside the borough to meet the demands of the role. | E | A |
|  | To comply with the requirement to carry out a DBS (Disclosure and Barring Service) check on this role.      | E | A |