

JOB SUMMARY

Post Title	Early Years Finance Assistant						
Job Family	<i>Service Delivery</i>	Pay Range	6	Line Manager to others?	No	Role profile ref	<i>SD06</i>
Service Area	<i>Childrens Services</i>						
Line Manager	<i>Early Years Senior Lead</i>						
Location	<i>County Hall / Agile</i>						

Job Purpose

- To support the Early Years Finance officer in accurate and efficient allocation of early Years funding to early years Providers.
- Using a headcount process you will ensure that funding is distributed in line with guidelines and timelines

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- Process and verify headcount data submitted by early years providers to calculate funding allocations.
- Maintain accurate records and databases for funding purposes.
- Communicate with early years providers to resolve any discrepancies or queries related to funding.
- Assist in preparing reports on funding distribution and expenditure.
- Ensure compliance with funding regulations, policies, and procedures.
- Collaborate with team members and stakeholders to improve the funding process.
- Provide support and guidance to early years providers on completing funding applications and headcount forms.
- To comply with policies and procedures relating to safeguarding, health and safety, welfare, security, confidentiality and data protection, reporting to the appropriate person.
- To work on a flexible basis to meet demands of the role.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Appropriate experience of working with and understanding of the relevant statutory frameworks / requirements.	<i>Understand early Years entitlements and funding to ensure accurate support and effective guidance.</i>		X
Practical knowledge of a range of procedures and specialist equipment to support clients.	Possessing a working knowledge of the Early Years portal to ensure efficient navigation and effective support for providers.		X
Working knowledge of IWC professional groups and external agencies as relevant to the role.	Effectively collaborating with officers within the Early Years team as well as Early Years Providers to support seamless communication and successful outcomes."		X
Sensitivity and empathy to build trusting and supportive relationships.	Providing comprehensive support to Early Years Providers to ensure the accuracy of their funding allocations, and offering guidance when adjustments are required.	X	
Skills to influence, persuade and motivate clients to achieve agreed goals and targets.	Effectively collaborating with Early Years Providers to ensure deadlines are met, facilitating the timely allocation of funding.		X
Proven ability to build and maintain constructive working relationships with a range of people.	Establishing and maintaining strong, collaborative relationships with Early Years Providers to support effective communication and successful outcomes.	X	
Proven ability to research, analyse and present complex information.	<i>Demonstrating the ability to accurately read and interpret Early Yeras data to support informed decision-making and effective analysis.</i>	X	

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Proven ability to prioritise own workload and achieve deadlines.	<i>Ability to work to funding deadlines.</i>	X	
Literate and numerate. Ability to maintain required records.		X	
ICT skills including use of Microsoft applications.	Confident in the use of Excel, Microsoft Teams, and other Microsoft applications to support efficient workflow and collaboration.	X	
Proven ability to communicate one to one and in small groups.		X	
Proven ability to plan the management of challenging behaviour in clients	Effectively engaging in difficult conversations with Early Years Providers regarding funding, ensuring clear communication and constructive resolution	X	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		X	
GCSE level qualifications or equivalent	<i>Grade C or Grade 4 in GCSE English and Maths</i>	X	
European Computer Driving Licence or equivalent		X	
Other Requirements			
<i>An understanding of the Early Years funding process would be an advantage but is not essential.</i>			
Organisation Structure (optional)			