

JOB SUMMARY

Post Title	Early Years Finance Officer						
Job Family	<i>Business Support</i>	Pay Range	9	Line Manager to others?	Yes	Role profile ref	<i>BS09</i>
Service Area	<i>Children's Service Department</i>						
Line Manager	<i>Service Manager for Education</i>						
Location	<i>County Hall/Agile</i>						

Job Purpose

To lead the accurate, timely, and strategic allocation of Early Years funding to providers in line with national regulations, local priorities, and funding frameworks.

To take a lead role in managing complex funding models, ensuring robust analysis of data to inform funding decisions and early intervention strategies. This includes regular budget monitoring of finance areas including supporting capital as and when required.

To act as the specialist advisor on Early Years funding for providers, colleagues, and stakeholders across the local authority.

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

- Oversee and validate the analysis of headcount and census data to ensure fair and accurate funding distribution liaising with Finance colleagues, assisting in reconciliations and production of the financial statements.
- Detailed monitoring and managing complex financial databases and reporting tools to support forecasting, budget setting, and tracking of expenditure.
- Provide informed advice and resolve escalated or complex funding queries from Early Years providers.
- Prepare high-quality reports and recommendations for senior leaders and external stakeholders, including statutory DfE returns.
- Ensure full compliance with statutory guidance, financial regulations, and data protection legislation.
- Lead continuous improvement in funding processes, working with IT, data, and Early Years colleagues.
- Provide training and expert guidance to Early Years providers and internal teams on headcount and census data submissions and the funding process.
- To interpret policy changes and assess their impact on local funding strategy.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Practical experience acquired through a combination of training and on-the-job experience, demonstrating development through a series of progressively more demanding and relevant work roles.	<i>Evidence of building professional trust and influencing change with a wide range of stakeholders including providers, LA teams, and national bodies.</i>	E	
Authoritative knowledge of relevant processes, systems, policies and procedures.	<i>Experience interpreting financial models, funding formulas, and complex datasets.</i>	E	
Good knowledge of other areas of the authority relevant to the service.	<i>Demonstrating the ability to accurately read and interpret Early Years data to support informed decision-making and effective analysis.</i> <i>In-depth understanding of safeguarding, data protection, and the Early Years sector.</i>	E	

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	<i>Knowledge of local and national funding guidance and its impact on vulnerable groups</i>		
Excellent ICT skills - including use of Microsoft applications and specialist systems which support procedures and record keeping.	<i>Highly proficient in data systems and ICT, including Excel, Power BI, and financial software.</i> <i>Experience developing automated spreadsheets, dashboards, or finance tracking tools.</i>	E	
Excellent written and verbal communication skills and the ability to build relationships and influence others based on knowledge of the area. Proven ability to explain technical / specialist information in a way which a non-specialist can understand.	<i>Experience producing complex finance-related reports and presenting data clearly for a non-specialist audience</i>	E	
Good planning and organisational skills, with proven ability to prioritise workloads, monitor and evaluate work, to ensure deadlines are achieved.	<i>Proven ability to prioritise, manage risk, and meet statutory deadlines independently.</i>	E	
Numerate and accurate with attention to detail.	<i>Maintaining precise audit trails and records to evidence funding allocations.</i> <i>Identifying and correcting anomalies in Early Years provider claims.</i>	E	
Good problem solving and analytical skills.	<i>Effectively engaging in difficult conversations with Early Years Providers regarding funding, ensuring clear communication and constructive resolution</i>	E	
Experience or training sufficient to ensure financial processing / budget monitoring is completed accurately.	<i>Supporting budget monitoring for multi-million pound Early Years grant funding streams.</i>	E	
Experience of contributing to projects as part of a team.	<i>Working with Early Years colleagues to implement new DfE funding formula requirements.</i> <i>Contribute financial analysis to service improvement projects.</i>	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to level 4 standard or able to demonstrate equivalent experience.	<i>Member of Association of Accounting Technicians level 2 or 3 (minimum) or equivalent qualification</i>	E	
Other Requirements			
Relevant professional qualification or working towards this.			
May require relevant certifications including evidence of fluency in English language.			

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Organisation Structure (optional)

- *A strong understanding of the Early Years funding process is essential.*
- *Experience working within a local authority education or finance team is desirable.*
- *May be required to travel occasionally across the Island or attend national funding briefings.*