Job Profile

Position Details	
Post	Processing Officer
Service Area	Adults and Health, Commissioning Unit, Early Help Commissioning
Reports to	Funding Manager
Responsible for	N/A
Grade	SO1
Job Family	To be completed by HR

Role Purpose
1. Contribute to the delivery of a comprehensive data and financial administration system for early years and early help commissioning.   2. Support the administration of early years free entitlement funding for 2, 3 and 4 year olds.   3. Ensure accurate childcare, school exclusion and alternative provision information is maintained on service databases.   4. Contribute to the delivery of a high quality, public-facing Family Information Service (FIS).

Main Responsibilities

Payment Processing

1. Assist the Funding Manager, ensuring that all payments are processed accurately, and in a timely manner.
2. Liaise with budget holders and childcare providers to: resolve invoice queries, set up payments and invoices, complete journal transactions and resolve queries relating to payments.
3. Notify and verify external provider payments, ensuring that all relevant procedures have been complied with.
4. Prepare journals and cash flow payments, as required. Keeping accurate records for the purpose of budget monitoring, year-end reconciliation and financial audits.
5. Manage the appropriate transfer of funds to follow excluded pupils to their next education provision.

Funding Administration

6. Maintain and develop effective record-keeping systems and maintain databases as appropriate.
7. Liaise with schools to obtain agreement regarding the amounts to transfer, ensuring that formal notifications to schools are provided in writing.
8. Ensure that deductions from, and reconciliations of, school budgets happen in a timely manner, maintaining robust and auditable records of all financial deductions and transfers of funds.
9. Ensure provider agreements are in place and contribute to the regular audit of provider compliance with statutory requirements.

10. Deliver training and set-up support to new early years providers on the use of IT systems for funding administration and data collection.
11. Respond to provider and parent enquiries/complaints regarding free entitlement payments and processes.

System Administration and Processing

12. Undertake eligibility checks and termly audits of eligibility codes in relation to free early education places.
13. Lead on the administration of pupil headcount data; including the importing of child records.
14. To devise and maintain effective records and provide analysis of data to facilitate the monitoring of pupils who have been excluded on a fixed term or permanent basis.
15. Collate, prepare and enter data for the Pupil Level Annual School Census.
16. Collate and contribute to information for statutory returns, freedom of information requests, consultations and surveys, as required.
17. Assist in the development of I.T systems used for the administration of funding.
18. Deliver provider training and inductions, as needed.
19. Deal with provider system queries, including the re-setting of passwords.
20. Assist with the inputting, retrieving and analysis of data, including for the purpose of audits and census exercises.
21. Process and distribute correspondence and other documents for wider audiences.
22. Deal promptly and professionally with face to face and telephone enquiries, as required.

Generic Responsibilities
1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To work flexible hours including evenings and weekends when required.
5. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Qualifications	

Educated at GCSE level with proven good literacy and numeracy	Essential
Evidence of relevant further education qualifications	Essential
Knowledge & Experience	
A minimum of 3 years' experience working in an administrative or information processing role	Essential
Experience in, and a sound understanding of , working with financial and IT data systems	Essential
Good understanding and proven experience in collecting, interpreting and using data	Essential
Some knowledge of the role of local authorities and relevant statutory responsibilities in relation to early years and schools.	Essential
Experience of working or liaising regularly with external organisations such as funding bodies, schools, health agencies, community and voluntary sector organisations.	Essential
Proven experience in delivering training, briefings or inductions	Desirable
Skills & Abilities	
Evidence of strong skills in the use of IT	Essential
Ability to understand and analyse financial information	
Good presentation skills	Essential
Ability to plan, develop and implement systems	Essential
Ability to provide clear advice, guidance and communicate across wide range of audiences	Essential
Ability to use own initiative and prioritise own workload	Essential
Excellent oral and written communication skills	Essential
Strong interpersonal skills and ability to work effectively in teams	Essential
Ability to speak community language	Desirable

Main Contacts & Other Information
Main Contacts: Private, Voluntary and Independent Sector providers Childminders Schools and children's centres Council staff in other services and departments within the Council External partner agencies and services Colleagues across the Commissioning Unit Other Information: This position requires the postholder to undergo an enhanced DBS (Disclosure and Barring Service) check.

Organisational Structure
Please provide organisation structure chart.

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				N/A
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.
If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes		Use of a computer.	Yes	
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	Yes		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	Yes	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Lap top
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
None
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
none
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
none
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
SAP, E -start and Servelec Synergy systems user
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
none