

# Job Profile

Position Details	
Post	Funding Manager
Service Area	Adults and Health, Commissioning Unit, Early Help Commissioning
Reports to	Head of Strategic Commissioning, Early Help and Culture
Responsible for	Processing Officer
Grade	PO5
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none"> <li>1. Provide sound, efficient and effective administrative and financial plans and systems to support the work of the Early Help Commissioning Service.</li> <li>2. Operational responsibility for the delivery of effective funding and payments arrangements for the early years free entitlement, early years pupil premium, school exclusions, contract payments and invoicing. This may include payments to providers for any future initiatives or programmes.</li> <li>3. Ensure the capability and functions of the service's IT funding system are robust and support payment processes, as required.</li> <li>4. Lead on the production of effective financial management reporting, for internal service reviews and to meet requirements as set by central government.</li> <li>5. Coordinate and lead on the early education and alternative provision census exercises, ensuring that systems and processes are in place for the robust collection, review and submission of census information to the Department for Education.</li> </ol>

Main Responsibilities
<p><u>Funding Administration</u></p> <ol style="list-style-type: none"> <li>1. Manage and oversee the financial processes and the funding cycle for providers of statutory early education and alternative provision places.</li> <li>2. Ensure all practice is compliant with relevant professional and statutory codes of practice and the council's corporate governance arrangements.</li> <li>3. Ensure that mechanisms are in place across the Early Help Commissioning Service so that all payments are processed accurately, in a timely manner and in accordance with both Council financial management policy, statutory requirements and grant conditions.</li> <li>4. Work with the Head of Service and relevant colleagues to determine annual funding rates for providers of early education, ensuring providers are notified of individual funding rates in a timely manner, and in line with statutory deadlines.</li> <li>5. Prepare treasury payment files and ensure that payments to providers are made in a timely manner, and in line with statutory guidance.</li> <li>6. Ensure that, where required, the completion or collection of documentary evidence to support grant and general expenditure is systematically collected, and filed.</li> </ol>

7. Ensure that robust financial records are maintained for all deductions and transfer of funds concerning students placed in alternative provision by the Council and for expenditure in relation to contract with educational providers.
8. Work with the Head of Strategic Commissioning: Early Help and Culture and the commissioning leads within the Early Help Commissioning Service in the development of financial planning and budget analysis, including the identification and reporting budget variances.
9. Coordinate processes in relation to the reconciliation and closure of accounts, ensuring that systems are in place across the service to meet required financial deadlines.
10. Lead on the collation and preparation of information for internal and external auditors and funders.
11. Respond to enquiries and complaints regarding payments.
12. Establish and maintain effective working relationships with providers, schools, parents and carers, colleagues across the council and external agencies and partners.
13. Working closely with the Childcare Sufficiency Manager, Alternative Provision Commissioner, Head of Early Help Commissioning and Culture, Quality Improvement Team and other relevant colleagues to undertake regular financial monitoring visits to all providers funded to deliver statutory places for children.
14. Attend finance meetings, as and when required.

#### System Administration and Processing

15. Accountable for the administration of pupil headcount data; including the importing of child and/or family records.
16. Provide advice and support to providers on system use, policies and procedures and best practice.
17. Ensure data integrity through the management of data submissions from childcare providers, schools and other commissioned providers.
18. Provide management reports as appropriate, and when required.
19. Work with colleagues to create and publish forms and templates for providers to submit required data and information.
20. Contribute to contract and service level agreement monitoring processes across the service.
21. Plan, in conjunction with colleagues, financial monitoring visits to early years providers.

#### 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
<b>Qualifications</b>	
Educated to degree level or equivalent.	Essential

A recognised professional accounting qualification, full or part-qualification e.g. MBA, CIMA, ACA, ACCA, AAT	Essential
<b>Knowledge &amp; Experience</b>	
Significant experience of managing financial and/or administrative systems in local government.	Essential
Experience of working with complex budgets and contributing to financial projects, systems implementation and financial appraisals.	Essential
Experience of accounting for grant income and the completion of grant claims	Desirable
Experience of working with schools, community and voluntary sector providers	Essential
Good working knowledge computerised accounting systems and experience of using database systems.	Essential
Demonstrable experience of monitoring financial income and expenditure, using a range of systems to manage financial information and data.	Essential
Awareness of national policy and legislation in relation to childcare for children and young people (0-19) and early education.	Essential
Some understanding of the priorities and obligations for a local authority delivering early years provision and managing a childcare market.	Essential
Working knowledge of carrying out audits	Essential
Understanding of government funding arrangements for education funding, in particular, early years education	Desirable
Good understanding of the operational needs and requirements of a multi-disciplinary service, including maintaining and monitoring policies, procedures and guidance.	Desirable
Knowledge and experience of engaging with stakeholders, service providers and other professionals, using feedback constructively to support service development and ensure effective operational support arrangements are in place.	Essential
<b>Skills &amp; Abilities</b>	
Ability to understand and interpret complex financial information.	Essential
Strong analytical skills.	Essential
Ability to produce high quality management information, reports of performance against budget and budget reconciliations	Essential
Strong relationship-management skills, including the ability to work with a diverse range of stakeholders.	Essential
To be responsive to change and able to use initiative	Essential
Proven team working skills	Essential
Excellent IT skills – competent user of all major office packages and ability to understand and operate databases	Essential
Proficiency in the use of Excel or equivalent.	Essential
Effective communication skills, both orally and in writing.	Essential
Ability to meet deadline and manage own workloads.	Desirable

Main Contacts & Other Information
<u>Main Contacts:</u> 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 FIS Teams in other Local Authorities

Other Information:

This position requires the post holder 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?				Yes
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.	Yes	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

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	

<b>Resources</b> – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Lap top
<b>Cash/Financial Resources</b> - 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
<b>Plant/Equipment</b> - 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
<b>Stocks/Materials</b> - 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
<b>Data Systems</b> - 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
<b>Buildings</b> - 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