

## Job Description

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|---------------------------------------------|-------------------------------------|
| <b>Job Title</b>                            | Early Years Funding Assistant       |
| <b>Directorate</b>                          | Children and Young People's Service |
| <b>Service Area</b>                         | Early Help                          |
| <b>Grade</b>                                | 5                                   |
| <b>Competency Level</b>                     | 1                                   |
| <b>Salary</b>                               | £31,022 - £35,412                   |
| <b>Job Type</b>                             | Hybrid                              |
| <b>Location</b>                             | Cunard Building                     |
| <b>Disclosure and barring service (DBS)</b> | Enhanced with Children's Workforce  |
| <b>Job Evaluation Ref No</b>                |                                     |

## Job Purpose

To support effective arrangements for the claiming and payment of free early years funding/Early Years Pupil Premium and ensure robust data management is maintained and used to support financial reporting.

To liaise with claimants of funding in responding to enquiries about the general funding process and individual payments relating to claims, and support the audit arrangements and administration of association processes.

## **Directly Responsible For:**

Not applicable

## **Directly Responsible To:**

Early Years Funding Officer

## **Main Areas of Responsibility:**

- To provide a first point of contact for enquiries relating to Early Years funding, and to effectively respond to those enquires with a positive engaging manner and customer focussed response
- Ensure meticulously accurate recording of information/data arising from claims for funding so that payments made are accurate and timely and there is reliable data to inform budget monitoring
- To ensure that monthly payments calculations for starter/leavers/transfers are accurate and made within the required timescale and recorded and administrated by an appropriate method i.e. electronically
- Liaise with claimants of free early years funding in order to clarify discrepancies in claims, and gaps in information provided in order to ensure accurate and swift payments are made in accordance with local arrangements
- To support the process for payments of the free early education for 2, 3, and 4 year olds using the Capita system, including implementing headcount tasks, providing access to new providers, monitoring and cleansing the data held
- To support the implementation of new changes and processes within early years funding as and when they occur
- To provide information and advice for parents and childcare providers relating to free early years funding, eligibility/entitlement arrangements and help with promotion of this offer in supporting a greater take up

- To promote and maintain good external relationships with childminders, childcare providers, pre-school settings, nurseries, school and other organisations to support the delivery of early years funding
- To promote provider understanding of Free Early Years Funding agreements and support audit of funding under the guidance of the Early Years Funding Officer
- To support and advise providers in understanding and using the Capita system and of the importance of collating and submitting timely data in relation to 2,3 and 4 year old which supports the process of progressing claims
- To collate monthly DFE data on families eligible for 2 year nursery place and disseminate to Liverpool Childrens Centres
- To match data to ensure accurate decisions linked to approvals / rejections of applications for funding
- To support the completion of the Early Years Census information required by Dfe ensuring information entered on the system is in accordance with the requirements of the audit
- To support early years funding audits, to ensure the entitlement is being implemented correctly by early years providers
- To work as part of a wider Early Years Team to support the delivery of the overall objectives within the service area
- To support maintenance of the local register of free early years funded providers and provider advice to new settings wishing to join this Register

## **Supervision and Management Responsibility:**

- No supervisory or line manager responsibility

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Level 3 or equivalent in information management / business administration / ICT or relevant subject area (A)
- Evidence of continuous professional development (A/I)

## Experience

### Essential

- Proficient in Microsoft Office programmes, with experienced use of excel (A,I,E)
- Experienced use of management information systems (A,I,E)
- Budget / financial monitoring including providing financial reports (A,I)

### Desirable

- Working with parents and a broad range of stake holders

## Skills/Abilities

- Ability to work under pressure and to tight deadlines (A,I)
- Good organisational skills and effective time management (A,I)
- Effective communication skills, oral and verbal (A,I)

### Desirable

- Meticulous attention to detail, and precise capture of data/information

## Commitment

### Essential

- To undertake any necessary and identified training that supports personal professional development and effective service delivery (A,I)

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level