



Coventry City Council

Job Description

Job Title:	Early Years Business & Finance Officer	Job Number:	L3133D
Directorate:	Education & Skills	Post Number:	1036410
Service:	Early Years Service	Grade:	6
Location:	Friargate, Floor 9		

Job Purpose:

To facilitate effective processes to support the Childcare sector to ensure long term viability of childcare businesses in Coventry, through providing business support and advice alongside delivery of grant aid agreements that meet audit requirements.

To provide effective financial advice to the budget holders; using financial systems to monitor spend, reporting on variances and resolving queries where applicable. Authorising orders up to the approved limit for the grade, and ensuring City Council policies, procurement guidelines, grant criteria and value for money principles are met, and following up any issues as necessary.

Main Duties and Responsibilities:

1. To assist the Childcare, Sufficiency and Business Support Officer to ensure funding is directed to meet identified needs and priorities and that expenditure is managed within funding agencies guidance and monitored in line with these requirements. Contribute to work relating to the Local Authorities statutory duties as detailed in the Childcare Act 2006, e.g. Sufficiency Assessment.
2. To support the budget holder to ensure effective management, forecasting, allocation and monitoring of budgets, by monitoring spend, processing payments, developing and maintaining value for money within Council guidelines and ensuring other statutory financial regulations are adhered to in respect of budget expenditure.
3. To work with the budget holder to ensure the processes for grant allocation, grant aid agreement and ongoing monitoring processes meet audit requirements through liaising closely with Finance Team, Data Team, Audit and Legal Teams within the City Council.
4. To support completion of Early Education Funding compliance audits designed to ensure that funding has been claimed in accordance with the terms and conditions of the funding contract. Monitor completion and outcomes of follow up audits where providers have scored below the set Local Authority threshold.
5. Monitor and scrutinise information and data systems to ensure accurate payments of all Early Years funding streams to providers in the academy, private, voluntary and independent sector.

6. To work with the budget holder to support the production of financial reports and information for the Early Years Service, Finance Service and other internal and external departments and organisations, e.g. DFE.
7. To provide advice and support to the Early Years sector where requested, or at settings where difficulties are identified, ensuring that appropriate records and audit requirements are in place, and that robust business plans and cash flow projections are evaluated and monitored regularly against agreed key performance indicators to support settings' long term viability.
8. To identify, on a continuing basis the business, financial and management skills needs of the early years' sector through business support, consultation with the childcare providers and in liaison with senior staff
9. Work with the Childcare Sufficiency and Business Support Officer and finance services to inform the budget setting process in relation to local criteria funding and ensure providers awareness of its correct application
10. Liaise with key individuals within the Early Years' Service, City Council and regional and national Government departments in order to work in partnership, share good practice, maintain internal and external communication and to maintain knowledge and awareness of current and emerging strategies.
11. To provide support and information on business related issues where appropriate and signpost providers to local and national organisations where specialist support is necessary.
12. To keep the budget holder informed of concerns, issues and opportunities for development, including opportunities to access additional funding through bids and grants.
13. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: Childcare Sufficiency & Business Support Officer

Date Reviewed: December 2019

Updated: December 2020



Coventry City Council

Person Specification

Job Title:	Early Years Business & Finance Officer	Job Number:	L3133D
Directorate:	Education & Skills	Post Number:	1036410
Service:	Early Years Service	Grade:	6
Location:	Friargate, Floor 9		

Area	Description
------	-------------

Knowledge:	<ul style="list-style-type: none"> Up to date knowledge of business and finance legislation, legal structures, employment and conveyancing law, including overview of the Childcare Act 2006, policy and statutory guidance relevant to the post
	<ul style="list-style-type: none"> Cross sector knowledge of early years and childcare including knowledge of the issues facing small business owners/manager and the difficulties experienced by some organisations in adopting 'business' practices
	<ul style="list-style-type: none"> Understanding of the issues faced by the public, private and voluntary sector
	<ul style="list-style-type: none"> Sound knowledge of business planning, financial management, budgets and compliance processes, including understanding of business sustainability strategies
	<ul style="list-style-type: none"> Knowledge of maintaining effective procedures and systems

Skills and Abilities:	<ul style="list-style-type: none"> Commitment to and willingness to undertake training and development opportunities. Able to embrace new ideas and new ways of working in the interest of service improvement
	<ul style="list-style-type: none"> Demonstrate effective verbal and written communication skills including the production of written reports and ability to present information to a range of audiences
	<ul style="list-style-type: none"> Empowers individuals through effective developmental delegation. Builds team identity and commitment. Successfully develops staff for future roles. Highly respected and valued by team members. Good interpersonal skills, with the ability to motivate others, work as part of a team and support the development of sustainable partnerships
	<ul style="list-style-type: none"> Has the ability to influence and shows sustained drive and determination Takes others views into account. Actively listens to other's views and concerns and responds appropriately
	<ul style="list-style-type: none"> Good business planning and project management skills alongside competent ICT skills, including use of spreadsheets and databases



Coventry City Council

Experience:	<ul style="list-style-type: none"> • Experience of producing business plans, cash flow forecasts, monitoring and evaluating performance within a performance management framework
	<ul style="list-style-type: none"> • Experience of leading budget management across a department or service, including line management experience
	<ul style="list-style-type: none"> • Experience of grant funding and monitoring requirements
	<ul style="list-style-type: none"> • Experience of working in partnership and managing relationships with a wide range of individuals and organisations from the public, private and voluntary sector
	<ul style="list-style-type: none"> • Experience of auditing and meeting compliance standards for external audit

Educational:	<ul style="list-style-type: none"> • GCSE or equivalent to grade C or above in English and Maths
	<ul style="list-style-type: none"> • Evidence of recent, relevant professional development activities
	<ul style="list-style-type: none"> • Relevant Foundation Degree or vocational qualifications to at least Level 4 alongside relevant specialist knowledge & experience

Special Requirements:	<ul style="list-style-type: none"> • This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)
------------------------------	---

Date Reviewed: December 2019

Updated: December 2020