

Role Title	Early Years Finance & Business Manager
Job Family	Early Years, Childcare and Business Development
Competency Level	Principal Officer/Manager
Pay Scale	PO8
Purpose	
<p>To strategically manage, develop, organise and control a professional service area ensuring the delivery of the service meets all Council, professional and legislative requirements.</p> <p>To lead on the Councils statutory duty to develop and implement a transparent formula to fund all providers who deliver the Governments free early education and childcare scheme in line with the Education and Skills Funding Agencies Early Years operational guidance.</p> <p>To work in partnership with the officer with lead responsibility of the Childcare Sufficiency Assessment to deliver the Councils statutory duty to produce childcare sufficiency assessments based on a range of qualitative and quantitative data.</p> <p>To provide a range of support, advice and training to Early Years, Childcare providers and Schools regarding running sustainable businesses which comply with statutory requirements.</p> <p>To monitor compliance with statutory requirements and take appropriate action where non-compliance issues are identified.</p> <p>To work with internal and external partners to maximise take up of free early education places in line with or above London and/or National averages.</p>	
Generic Accountabilities	End Results/Outcomes
Plan and ensure service delivery within a diverse environment. Control activities within the service area and ensure professional standards are delivered.	<p>The service is delivered to the quality, Council, professional and legislative standards required.</p> <p>Integrated service development and delivery is informed by client, partner and stakeholder views, latest thinking, good practice and legislative requirements.</p> <p>Corporate strategies are effectively implemented within area of responsibility.</p> <p>Service delivers excellent customer service.</p>
Advise Senior Managers, Members and others on issues relevant to the service area. Provide professional challenge and advice to colleagues, managers and partner organisations.	<p>Expert professional advice, interpretation, information, support and challenge are provided to Waltham Forest and external parties on the full range of operational, legislative and strategic issues within the field of expertise.</p> <p>Responses to major corporate or partner initiatives / complex operational issues are managed effectively.</p> <p>Major issues are managed through to a satisfactory conclusion with final decisions being made by Head of Service/Senior Management.</p> <p>Feedback and complaints procedures are developed and managed. Complaints are effectively resolved.</p>

Ensure the development and delivery of continuous improvements in all aspects of the service.	Improvements are developed and delivered effectively. Stakeholder requirements are met.
Lead, motivate and develop staff to create and maintain a highly competent and participative workforce.	Instrumental in ensuring a workforce development strategy is designed and delivered, including induction of new staff. The team is highly competent, effective, motivated and outcomes focussed. Recruitment, induction, development, performance reviews, employee relations and all HR processes and planning is completed to the required standards and timescales. Effective team meetings take place to required timescales. Regular supervision is undertaken and clear objectives set and monitored through the Council's Appraisal process.
Identify, secure, deploy and manage the resources necessary for the professional service area to meet/exceed its objectives.	Resources including, equipment, people, and systems are utilised optimally and efficiently. Budgets are planned, developed and delivered. Value for money is maximised. Financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance.
Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.	Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales. Evidence based recommendations are made.
Ensure the successful implementation of health and safety legislation, policies and practices.	Risks to staff and others are assessed and managed. Suitable health and safety instruction and training are provided. There is a safe working environment.
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.
Job-specific Accountabilities	End Results/Outcomes
To assist the Head of Early Years Childcare and Business Development in the overall financial management of the service	Compliance with Finance and other regulations embedded Operations systems and procedures identify opportunities for growth and ensure inefficiency, error or loss is minimised and accurate financial information is available. Strategies are in place to assist with the development and improvement of the Council's and departmental systems

	<p>Financial and performance data analysis in place to allow decisions to be made, following consideration of financial resource and control implications.</p> <p>Strategic expenditure plan for the Early Years Block of the Dedicated Schools Grant (£22 million in 2022-23) in place.</p> <p>Financial performance report delivered , providing options to manager to assist them achieve a spend to budget position at the end of the financial year.</p> <p>The completion of DfE/EFA financial and grant returns where relevant e.g. S251 return</p>
Work in partnership with the officer with lead responsibility of the Childcare Sufficiency Assessment to deliver the Council's statutory duty to produce childcare sufficiency assessments based on a range of qualitative and quantitative data	Childcare sufficiency report produced and published, annually as a minimum
Lead on the development and delivery of business planning advice to schools (regarding EYFS/Nursery provision) and Ofsted registered early years providers and support them to deliver high quality financially sustainable early education and childcare places in areas where there is an identified demand	<p>Sufficient high-quality childcare places are available for those who wish to take up a place in their chosen locality at the times that they need them</p> <p>Sufficient and sustainable wrap around childcare, before and after school and during holiday periods, within the borough for children aged 0-14, or up to 18 for disabled children whose parents are working or undertaking work-related training is available</p>
<p>Lead on development and delivery of a range of information advice and training to Early Years Childcare providers and Schools that is of a high quality, intelligence led and evidence-based to ensure that they are aware of and meet their statutory requirements across a range of areas including Finance, Marketing, Health & Safety, Employment and Data Protection, which ensures the quality, safety and sustainability of the provision.</p> <p>Lead on developing the capability and confidence of Ofsted registered childcare providers to</p>	<p>All Early Years, Childcare providers and Schools provision are high quality, inclusive, safe and prepare children for school.</p> <p>The Early Years, Childcare providers and Schools workforce has access to support, advice and training as well as development opportunities that lead to strong leadership & governance, financial sustainability and quality service delivery.</p> <p>Early Years, Childcare providers and Schools providers meet their legal, statutory and contractual requirements, particularly those around business functions.</p> <p>Early Years, Childcare providers and Schools achieve a Good or Outstanding Ofsted inspection outcome, (or, as a minimum, improve upon previous outcome).</p> <p>Core offer of information, advice and training is delivered to Early Years, Childcare providers and Schools providers.</p> <p>Reduction in requests for one to one/face to face support.</p> <p>Early Years, Childcare providers and Schools are</p>

<p>accurately assess and monitor performance and improve the quality of provision and ensure appropriate support is put in place at the earliest opportunity.</p> <p>Lead on the monitoring and evaluation processes that will measure the impact of LA services, which in turn informs service planning and strategic vision.</p>	<p>empowered to meet their own needs and resolve their own issues.</p> <p>Expert advice, information and support are provided on the full range of issues within the field of expertise.</p> <p>Queries / complaints are effectively managed.</p> <p>Appropriate action is taken to resolve the issue.</p> <p>Customers /stakeholders are satisfied.</p> <p>A number of Conferences, Training and information sessions developed and delivered for Childcare providers and Schools that attendees have rated good or better.</p> <p>Early Years, Childcare providers and Schools are supported by a well-qualified and properly skilled workforce.</p> <p>There are strong links, partnerships and collaborative working arrangements across Maintained and PVI providers.</p> <p>Support and development needs of childcare providers are assessed and development plans implemented.</p> <p>Partnership groups for Early Years, Childcare providers and Schools, childcare providers and schools are promoted and facilitated.</p> <p>Service and skills gaps are identified and interventions to address the gap are developed and delivered</p>
<p>Lead on the commissioning and contract monitoring of services known to make a difference both internally and externally to meet identified need</p> <p>Lead on the development and implementation of a quality assurance process regarding business requirements for childcare providers and schools who wish to be commissioned by the LA to deliver Free Early Education Entitlement (FEEE) places in line with statutory guidance.</p> <p>Manage the commissioning cycle contract monitoring and quality assurance process for Free Early Education Entitlement and commissioned support services</p>	<p>Appropriate services are commissioned and deliver the required outputs and outcomes.</p> <p>Contracts are effectively monitored and provide evidence of continuous improvement.</p> <p>Quality of provision is improved</p> <p>Contracts are awarded based on DfE Early Years Foundation Stage and statutory requirements and also in line with value for money principles.</p>
<p>Lead on the development and implementation of an intervention/cessation process for childcare providers and</p>	<p>Intervention/cessation process for childcare providers and schools who are commissioned by the LA to deliver Free Early Education Entitlement (FEEE) is developed and implemented.</p>

schools who are commissioned by the LA to deliver Free Early Education Entitlement (FEEE) places and are found to be non-compliant with statutory guidance.	Non-compliance as well as poor quality and/or unsafe provision is addressed in line with statutory guidance.
Lead on the development and implementation of services which maximise income for the LA's Early Years service, Childcare providers and Schools in order to deliver quality services	Income from external organisations is increased year on year. A range of traded support, advice and training is provided to Early Years, Childcare providers and Schools. Support/Training on the pupil register/payments system in order for providers to accurately claim the maximum amount of FEEE funding and other grant funding they are eligible for. Accurate and timely EY Census data is collated and submitted to the DfE/EFA
Lead on the progression of the Digital by Default agenda and identify areas where ICT can be used more effectively to improve service delivery and provide required outcomes	A range of efficient digital processes identified and implemented. A digital claim and payment system developed and implemented
Develop service plans to meet strategic business goals. Ensure compliance with internal / external standards.	Service plans and targets for area of responsibility are developed based on the Council's overall strategic directives and agreed and communicated within required timeframe. Strategic and operational input is provided to wider business planning and development. Progress against objectives is effectively monitored and delivered.
Manage risk within area of responsibility. Ensure all stakeholders are aware of and comply with relevant regulations and procedures.	Potential risk is identified and mitigation is planned. Resource Register and Issue Logs are maintained.
Lead on EYFF consultation and development process including consultation with early years sector and writing and presenting schools forum reports	An EYFF report is produced and agreed by Schools Forum in line with statutory timelines/guidance
Lead on the production of financial guidance document for early years providers with regards to the claiming and use of FEEE/EYFF monies in line with statutory and LBWF requirements	A financial guidance document is provided for early years providers with regards to the claiming and use of FEEE/EYFF monies in line with statutory and LBWF requirements.

Develop and implement policies and procedures for making EYFF/FEEE payments to approved providers	<p>Accurate and timely payments are made to providers in line with DFE/EFA statutory requirements.</p> <p>A quality assurance/audit process is in place to ensure accuracy and robustness of the payments process.</p>
Publish, record and retain information in line with General Data protection Regulations (GDPR), equality and disability requirements	Information is published, recorded and retained in line with General Data protection Regulations (GDPR), equality and disability requirements
Nature of Contacts	
<p>Frequent contact with Head Teachers, Governors, School Business Managers, Managing Directors and Trustees from external organisations in both the public and private sector, as well as Heads of Service, and senior representatives, providing expert advice, guidance and support on complex issues.</p> <p>Manage relationships with key stakeholders and delivery partners including negotiation of complex political issues / contractual agreements / amendments.</p> <p>High levels of tact, sensitivity and diplomacy is required.</p> <p>Develop persuasiveness, negotiation and assertiveness skills to communicate with diverse audiences in emotive circumstances.</p> <p>Provide specialist advice, guidance and support on issues within area of responsibility; develop and maintain joint working and promote the Council position.</p> <p>Consult with stakeholders to identify requirements. Communicate changes in policy and working practice to contacts.</p>	
Procedural Context	
<p>Work within a policy framework and regulatory guidelines, applying knowledge of systems, procedures and best practice. Work to broad managerial direction, within a policy framework and regulatory guidelines, to ensure performance standards are met within a framework of policy and legislation.</p> <p>Control the deployment and allocation of service resources within overall corporate and legislative framework. Accountable for the performance of the service area against agreed objectives. Develop service plan for area of responsibility and contribute to term wider service planning. Professionally accountable for interventions within area of responsibility.</p> <p>Manage complex issues within a framework of policy and procedures. Creative and innovative problem solving of complex issues, often in situations where there is ambiguity and a significant degree of judgement is required in relation to risks outside the remit of existing policy. Think and act strategically in decision making in a complex professional and political environment.</p> <p>Development of policies and procedures and strategy for own area. Lead in partnership development, working with a range of agencies and extended services to meet strategic, legislative and Government policy requirements.</p>	

Occasionally the post will be expected to work from other locations.
 Post holder will oversee operational decisions.
 Reports to Head of Early Years, Childcare and Business Development

Key Facts and Figures

Delegated responsibility for project budgets.
 Monitoring and controlling major financial transactions /information.
 Effectively control significant budgets / resources.
 Manage teams of staff.
 Enhanced DBS Clearance.

Resourcing

Budget Responsibilities: £22 million revenue plus any Capital grants awarded to the LA
 Supervisory Responsibilities: Direct line management of up to 5 people

Knowledge, Skills and Experience

- Experience of managing a team of staff to deliver high quality financial advice and services to Schools Forum, Head Teachers, Governors, School Business Managers, Managing Directors and Finance Officers.
- Experience of developing and implementing financial and business strategies/plans that are based on thorough analysis of needs and risks.
- Experience of producing and presenting high level financial reports e.g. Schools Forum
- Experience of producing annual accounts in accordance with relevant standards and timetables, supported by comprehensive working papers.
- Experience of interpreting and analysing accounting regulations and codes of practice.
- Substantial experience of delivering a finance/business support service within a large / complex organisation, with expert technical /professional knowledge and experience.
- Expert knowledge and understanding of Early Years and Childcare; the requirements, systems, policy, practices, procedures, and legislation.
- Good knowledge of local government and wider sector / external influences.
- Experience of effectively managing budgets and ensuring the delivery of services within agreed resources, and to assist in the identification of corrective strategies to contain expenditure within Budget.
- Proven ability to identify standards and performance requirements for own service area and where appropriate customer / partner organisations and effectively monitor and manage performance.
- Experience of leading and sustaining partnerships both internally and externally.
- Excellent customer service skills, with experience of resolving escalated / complex customer queries.
- Excellent interpersonal, communication and presentation skills, with proven ability to communicate effectively and persuasively to a wide range of audiences.
- Proven leadership ability, with evidence of inspiring confidence, encouraging, motivating and influencing others.

- Significant experience of working with and forming positive, trusting relationships with commissioned providers (especially Ofsted registered childcare providers and schools).
- Significant experience of consultation, engagement and participation work with parents/carers, schools and childcare providers (both individually and collectively).
- Experience of communicating effectively with a range of parents/carers, children and young people (e.g. those with disabilities, limited English, and of different ages).
- Knowledge of project management, evaluation and risk assessment methodologies and/or principles.
- A good understanding of the issues that can affect parents/carers, schools and childcare providers and how best to address them.
- An understanding of different participation or consultation processes and mechanisms, their strengths and their limitations.
- An understanding of both the importance and limits of confidentiality in education/safeguarding work, and how to apply these principles.
- Self-motivated, and able to demonstrate initiative and commitment.
- IT skills, including Microsoft Office suite, and skilled in the use of a computerised general ledger system, including experience of developing systems to achieve desired business outcomes.
- Experience of effective management of financial systems eg. SAP or ORACLE.
- Experience of effective management of client software eg. Synergy / Servelec or SIMS

Indicative qualifications

Educated to degree level or equivalent standard in the areas of accountancy and/or business

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities that may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.