



achieving  
for children

# Early Years Funding Manager

Scale point: 38-41 | Based in Kingston

## About the service

Achieving for Children's (AfC) Early Years & Childcare Service delivers statutory duties under the Childcare Act 2006 and Children Act 2016 on behalf of Kingston and Richmond Councils. We secure sufficient childcare, administer early years funding and provide information and advice for parents & carers. We provide advisory support to ensure safe, inclusive settings and Portage services to ensure good outcomes for all 0-5 children. AfC Finance is based in Twickenham, with the Early Years Service based in Kingston.

## About the role

As a key budget holder, you will be responsible for the statutory duties and functions regarding Early Years funding. This includes robust administration of the early education entitlements, associated funding (e.g. EYPP, SDP, DAF, SENIF etc.) and other sector capital revenue streams. You will be responsible for management, monitoring and reporting of this £multi-million budget. Your financial expertise, communication, collaborative decision-making will enable AfC to meet its statutory duties in line with government guidance and ensure best use of public funds. You will manage and develop a small team and advise colleagues across the Early Years Service in their oversight of delegated budgets.

You will keep up to date with government early years funding policy and communicate effectively to ensure our boroughs can implement legislative and DfE policy and support settings to implement requirements at a local level. You will work collaboratively across Early Years/Finance teams and with stakeholders to ensure funding supports the childcare sector and the breadth of early years & childcare statutory duties & priorities (e.g. sufficiency/quality etc.). You will implement effective claims and payments systems that meet legislative and statutory requirements and Council financial regulations. You will implement a comprehensive early years funding information and training offer for childcare settings, parents/carers and key partners and work with and work across the EY Service to collaboratively implement policy changes within the sector. You will implement robust contract management and audit processes to ensure provider compliance with statutory guidance and systems to address complaints or funding maladministration. Through detailed budget monitoring, research, data analysis and reporting to internal and external teams & departments you will report on how funding works locally and your evidence-based recommendations will ensure funding maximises local take-up, especially disadvantaged groups.

# About you: our role specification

## Qualifications

- High level of Maths and English (GCSE grade C or above [or equivalent])
- Educated to degree level (Level 6) or relevant experience at a senior level

## Skills and experience

- Senior level experience in the early years or education sector, or other relevant experience at a decision making level (e.g. LA funding or council commissioning team / council or corporate financial or project management / national charity, school finance [including MATs] etc.)
- Strong financial background and experience of managing large £MM budgets, including capital or revenue expenditure within local authority or other relevant publicly accountable professional environments
- Significant experience of implementing national early years and childcare or funding policy, statutory and operational guidance at local authority level
- Advanced knowledge of how early education and childcare policy impacts the sector
- Sound knowledge of current childcare business practices and financial management
- Extensive experience of collecting large datasets, analysis and reporting to inform decisions
- High competence in collaboration and stakeholder engagement and the ability to influence and support change and development
- Leadership skills that promote staff skills, collaboration and high performance
- Substantial experience of using a range of digital hardware or software to support your work effectively i.e. microsoft or Google software and working with databases or educational IMS and data presentation tools
- Experience of addressing specific equality or diversity issues within your practice with colleagues/service users and taking action to solve them.

## Personal attributes

- A passion for AfCs vision, mission and values (trust, empower, respect) to support children & young people to live safe, happy, healthy & successful lives
- Highly analytical, numerate with demonstrably attention to detail with a passion for drawing insight from data to continually improve performance & impact
- Excellent communication, interpersonal and influencing skills that build respectful productive partnerships and collaboration with providers, families, service users, stakeholders, colleagues or professionals
- Personal determination, drive, energy and ambition to achieve challenging objectives, celebrate success and deliver excellent outcomes for children
- Strong organisational abilities, solution focussed and creative-thinking
- A commitment to build capacity by making best use of resources available within Early Years Service and supporting cross-team initiatives, systems & processes.

*The post holder will be expected to undertake other duties commensurate with the grade of the post, including deputising or working flexibly across the week to meet the business demands. This job profile is provided for guidance only.*

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