



Cumberland Council

Post Specification

Date	April 2023
PG Number	5365
Post Title	Early Years Finance Officer
Job Family	Organisational Support
Job Family Role Profile	OS9
Final Grade	Grade 9

To be read in conjunction with the job family role profile

Service Area description	
Early Years Team, Learning Improvement Service and Education and Skills	
Purpose of this post	
Maintaining, assessing and verifying accounting and financial records and administering financial processes. Maintaining appropriate relationships with other Service Areas and External Agencies to promote the interests of the Council. To assist in ensuring The Council adheres to its statutory and legal requirements	
Key job specific accountabilities	
<ol style="list-style-type: none">1. Develop and deliver a schedule of work to ensure payments to service users are made, which meets The Councils contractual obligations and deadlines2. Contribute to teamwork and prioritise own work within given timescales, allowing for service user interruptions3. Conducting assessments to ensure accuracy of funding claims from service users4. Ensure service users are aware of their statutory duties by providing advice and guidance5. Challenge service users if they are at risk of not meeting their statutory and contractual obligations6. Maintain a register of providers offering free entitlement as part of The Council statutory duty7. Prepare and submit requests for payments to service users, being compliant with The Councils procedures and deadlines8. Recording, monitoring and reviewing of service users funding claims9. Communicating with customers/partners to review service delivery and resolve problems10. Reporting comprehensive and accurate information and observations to line management11. Working with internal and external colleagues - sharing and coordinating resources and provide on-the-job training for service users and colleagues12. Make recommendation for improvement and cooperating with change	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	Completing monitoring information to inform budget monitoring for budget holder
Staff Management Responsibilities	None
Other	None

Essential Criteria - Qualifications, knowledge, experience and expertise

- NVQ Level 3 or equivalent and/or experienced in the relevant work area
- Knowledge of service area, policies and procedures and how to apply them
- Understanding of budget processes and financial deadlines
- Working knowledge of relevant legislation
- Ability to cope with significantly challenging service users
- ICT competent with skills relevant to the workplace, including Microsoft Office – excel, outlook and word and specialised software
- Ability to work efficiently to deadlines
- Ability to work under your own initiative and as part of a team
- Experience of implementing change

Knowledge of Health and Safety and related procedures and policies and how they apply to the work area

Disclosure and Barring Service – DBS Checks

- This post does not requires a DBS check.

Job working circumstances

Emotional Demands	Working to strict deadlines
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Physical Demands	Normal
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Working Conditions	Normal
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Other Factors

Time management during periods of high demand from service users

Flexible working available including office and home working