

# Post Specification

## Post Specification - Key Information

- **Post Title: Early Years Finance Officer**
- **Date: September 2025**
- **Post Group Number: 5365**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS9**
- **Final 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

1. Develop and deliver a schedule of work to ensure payments to service users are made, which meets The Councils contractual obligations and deadlines
2. Contribute to teamwork and prioritise own work within given timescales, allowing for service user interruptions
3. Conducting assessments to ensure accuracy of funding claims from service users
4. Ensure service users are aware of their statutory duties by providing advice and guidance
5. Challenge service users if they are at risk of not meeting their statutory and contractual obligations
6. Maintain a register of providers offering free entitlement as part of The Council statutory duty
7. Prepare and submit requests for payments to service users, being compliant with The Councils procedures and deadlines
8. Recording, monitoring and reviewing of service users funding claims
9. Communicating with customers/partners to review service delivery and resolve problems
10. Reporting comprehensive and accurate information and observations to line management
11. Working with internal and external colleagues - sharing and coordinating resources and provide on-the-job training for service users and colleagues
12. 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:**

## Essential Criteria

- **Qualifications:** NVQ Level 3 or equivalent and/or experienced in the relevant work area
- **Knowledge:** Knowledge of service area, policies and procedures and how to apply them, Understanding of budget processes and financial deadlines, Working knowledge of relevant legislation, Knowledge of Health and Safety and related procedures and policies and how they apply to the work area
- **Experience:** Experience of implementing change
- **Expertise:** 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
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## Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

## Job Working Circumstances

- **Emotional Demand:** Working to strict deadlines
- **Physical Demands:** Normal
- **Working Conditions:** Normal – either working from home or office based
- **Other Factors:** Time management during periods of high demand from service users