



Cumberland Council

Post Specification

Date	Feb 2026
Post Group Number	2613
Post Title	Business Adviser
Job Family	Organisational Support
Job Family Role Profile	OS11
Final Grade	11

To be read in conjunction with the job family role profile

Service Area description
Education Sufficiency and Funding Team, Education, SEND & Inclusion
Purpose of this post
To improve outcomes for children and young people in Cumbria by supporting Cumberland Council providers in developing practical, realistic and sustainable business plans to development and secure delivery of high quality childcare
To support the creation and sustainability of high quality early years provision, including the development of Child and Family Hubs
Key job specific accountabilities
To encourage and facilitate the development and implementation of practical and realistic business plans so that local providers run their organisations more effectively and efficiently as a foundation for long term success and increase their chances of accessing funding for appropriate expansion or diversification
To identify on a continuing basis the business related training and development needs in the early years and childcare sector (private, voluntary and maintained sectors), to assist settings with financial management
To 'signpost' providers to local specialists who can provide in-depth, practical help and support where necessary, so that providers can access financial advice in order to manage their businesses effectively
To provide a programmed Business Health Check service for providers on behalf of The Council, to ensure that financial targets contained in business plans are being achieved
Working directly with providers to help them secure revenue and capital funding
To assist childcare providers, through provision of practical guidance, training, access to information, key contacts and other appropriate techniques, to develop and sustain childcare provision where the Early Years and Childcare Sufficiency Assessment highlights that this is necessary, or in response to new national and local initiatives
To ensure that contracts and supporting information are issued to partners where necessary

To contribute to ensuring The Council complies with its statutory and legal obligations

To undertake such other duties and responsibilities commensurate with the grading and nature of the post

To ensure that the Service is at all times pursuing good individual relations and fair personnel, health and safety, equal opportunities and management practices. To take reasonable care of your own health and safety

To contribute to, and help to implement priorities in the Early Years Strategic Plan and such other plans concerned with improving young children's learning and wellbeing

To contribute to income generation for the service through contracts with schools, settings and others external to Cumberland Council, whilst ensuring that the core business of work on behalf of the LA is maintained.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none">To accept budget and finance responsibilities to ensure services work within agreed budget and within corporate policy guidelines and practices
Staff Management Responsibilities	<ul style="list-style-type: none">None
Other	<ul style="list-style-type: none">NA

Essential Criteria - Qualifications, knowledge, experience and expertise

- Qualification to NVQ Level 3 or equivalent in a relevant subject e.g. Business, Finance, Project Management
- Willingness to undertake further training and professional development
- Extensive experience of financial management, business planning and interpreting financial information
- Experience of working in an advisory/development capacity
- Successful experience of applying for grant funding
- Experience of using IT in word processing, spreadsheets, database and email
- Knowledge of relevant legislation and statutory guidance
- Excellent communication skills: verbal, written and presentational
- Able to communicate to a wide range of individuals and groups
- Capacity to work effectively under pressure, prioritise and meet deadlines
- Ability to manage a budget to achieve the aims, whilst ensuring spending is within the limits of the allocation
- Ability to guide providers in producing business plans and financial forecasts
- Ability to establish and maintain effective working relationships
- Ability to design and set up business and financial support services and packages
- Ability to work on own initiative and as part of a team
- Good time management and ability to prioritise and meet deadlines
- Excellent organisational skills

Desirable

- Qualification in Childcare & Education
- Working towards an approved accounting qualification
- Experience of project management
- Experience of working in a multi-disciplinary organisation or several agencies in different sectors i.e. voluntary, statutory, private and maintained.
- Ability to research and identify funding sources.
- Knowledge of County Council's structures, policies and procedures.

Ability to research and identify funding sources for service users

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands

Working with service users at times where business viability is a concern

Physical Demands

Normal

Working Conditions

Normal –working from home and office based

Other Factors

To model and display the corporate standards of behaviour
Ability to travel throughout Cumbria and outside of the county
Able to work some evenings