Role Title	**Payments Officer HNB-EYB**
Job Family	**Education Operations and Performance**
Competency Level	**All Colleagues**
Pay Range / Scale	**SO2**

Purpose

To provide information, support, and training and provide specialist finance and payments knowledge. Ensure accurate and timely payments are made to service providers in line with local and procedures and national statutory guidance in relation to:

- Contributing to meeting the Councils statutory duty to develop and implement a transparent formula in relation to providers who deliver the Governments free early education and childcare scheme, and make payments to all providers in line with the DfE's and Education and Skills Funding Agencies Early Years requirements.

- Contributing to meeting the Councils statutory duty to develop and implement financial arrangements to Ofsted/DfE registered settings, commissioned providers and individuals from the High Needs Block (HNB) of the Dedicated Schools Grant (DSG) and make payments in line with the DfE's and Education and Skills Funding Agencies requirements.

- Developing and arranging the delivery of a range of information, support and training to Ofsted/DfE registered settings, commissioned providers and individuals in order for them to understand and comply with financial procedures in relation to the Early Years Block (EYB) and High Needs Block (HNB) of the Dedicated Schools Grant (DSG).

- Monitoring compliance with statutory and financial requirements and taking appropriate action where non-compliance issues are identified.

Working collaboratively with colleagues and external partners to empower them to meet (EYB) and High Needs Block (HNB) financial requirements.

Support the Senior Payments Officer.

Generic Accountabilities	**End Results/ Outcomes**
Deliver a specialist aspect of service delivery, which engages customers / stakeholders and enables them to make effective use of the service.	The service is delivered to the quality, organisational and professional standards required Customer / stakeholder expectations are managed in relation to what can be delivered. The service meets organisational requirements and reflects customer / stakeholder requirements / needs, within organisational constraints.
Maintain all required records and information. Analyse and interpret complex information, for input into reports.	Procedures are adhered to and all information is correctly recorded and processed. Accurate, complete and relevant information / records / reports are provided for internal and/or external use.

Develop specialist documents / materials / activities to support / promote the service area.	All materials / activities are delivered to the required standards and timescales. Communications are clear, well planned and effectively targeted.
Provide advice and guidance to colleagues, customers and stakeholders. Manage escalated or complex customer issues within the specialist area.	Expert advice, information and support are provided on the full range of issues within the field of expertise. Queries / complaints are effectively managed. Appropriate action is taken to resolve the issue. Customers are satisfied.
Maintain information systems which support the specialist area. Contribute to the development of these systems.	Changes to systems, are identified and recommended. Systems meet operational requirements.
Work closely with others to clarify changing customer / organisational requirements.	Customer requirements are identified and documented. Improvement opportunities are identified and recommended.
Develop good working relationships, develop community links and communicate effectively with internal / external organisations / partners and stakeholders. Represent specialist area internally and / or externally.	Specialist work area reputation is maintained or enhanced. Stakeholders are engaged with activity relevant to them. Positive feedback is received from stakeholders. Best practice is shared.
Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.	Work is carried out in a way that is safe and without risks to health.
Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained as relevant within the scope of this post.	Safeguarding standards are monitored and maintained in compliance with Council policy
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**
Contribute to the development of and implement policies and procedures for making EYB and HNB DSG payments to	Accurate and timely payments are made to providers in line with DFE/EFA statutory requirements. A quality assurance/audit process is in place to ensure

Ofsted/DfE Registered settings, commissioned providers and individuals	accuracy and robustness of the payments process.
Process accurate and timely payment requests and carry out monitoring, reviews and audits in line with the Councils financial guidance documents for the Early Years and High Needs Block of the DSG and statutory requirements	Payment requests and monitoring, reviews and audits are carried out in line with in line with the Councils financial guidance documents for the Early Years and High Needs Block of the DSG and statutory requirements. Process payments and other financial transactions ensuring the correct financial procedures are observed and all transactions are processed and recorded correctly.
Collate and analyse a range of information in order to produce accurate financial data and information in relation to the EYB and HNB DSG in partnership with internal and external partners	accurate financial data and information in relation to the EYB and HNB DSG is produced in partnership with internal and external partners High quality Information is produced for relevant statutory returns as well as Schools Forum, Scrutiny and Cabinet reports
Undertake EYB and HNB DSG funding consultations and assist with providing information for schools forum reports	Accurate and timely information is provided for inclusion in EYB and HNB DSG reports
Develop and deliver a range of information, support and training to increase colleagues and stakeholders knowledge and understanding of financial requirements in relation to Early Years Block and High Needs Block DSG payments	Colleagues and stakeholders have an increased knowledge of the relevant financial regulations, which result in effective, timely and accurate payments being made to providers in line with regulations
Monitor payments made against actual service delivery investigate variances and take appropriate action to address	Accurate payments are made. Overpayments/Clawbacks are minimized. Overpayments/Clawbacks are actioned in line with financial procedures.
Assist in developing, and implement financial procedures relating to EYB and HNB payments	Compliance with financial, audit and statutory requirements. Accuracy of payments and prevention of duplication and over payments is consistently achieved.
Provide financial information and respond to requests for information from senior officers, internal and external auditors, customers as appropriate.	Accurate and timely information provided as appropriate that informs service improvement..

Undertake reconciliations during the year and at year end – contribute to the closure of accounts process.	Accurate reconciliations completed during the year and at year end – contributing to the timely closure of accounts process.
Contribute to the development and delivery of the Early Years, Childcare and school place Sufficiency and participation strategies.	Standards, procedures and practices are developed to improve quality across the division and with partner organisations and commissioned providers.
Develop and implement audit/assessment tools.	Audit/assessment tools designed in line with EYFS and LA statutory requirements published by the DfE and other relevant regulatory bodies to effectively prevent duplicate/overpayments.
Provide a quality service to Schools and Childcare Providers that is valued by them to maximise likelihood of providers buying traded services or agreeing to de-delegate Dedicated Schools Grant Funding to the LA to fund posts within the Education Support service	Income from traded services, Early Years and High Needs Block and Dedicated Schools Grant are increased year on year.
Contribute to the compilation of a performance risk register to ensure risks are identified and measures put in place to address areas of concern	Risk register is developed using a range of qualitative, quantitative and benchmarking data that accurately identifies risks and ensure proactive actions plans are in place to address or mitigate these risk and result in an improvement in the quality of early Years and childcare provision.
Collate accurate attendance/take up information as part of headcount /Census collections within required regulations	Accurate Census/headcount information is collated that results in maximum income to the Council
Raise invoices, purchase orders and payment requests as required by the service	Invoices, purchase orders and payment requests are processed within required regulations and in a timely fashion.
Contribute to 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
Contribute to the development of 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.
Manage risk within area of responsibility. Ensure all	Potential risk is identified and mitigation is planned. Resource Register and Issue Logs are maintained.

stakeholders are aware of and comply with relevant regulations and procedures.	
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

Key contacts are internal and external customers/stakeholders

Will involve direct contact with members of the public including dealing with challenging situations where influence may be needed.

Deal with people at all levels confidently, sensitively and diplomatically.

Procedural Context

Act within guidelines and standard procedures with discretion to allocate or otherwise organise work to meet service delivery requirements.

Usually works within laid down procedures but needs to deal with day-today problems without always referring to others.

Decisions will be made based on Council and legislative policies and procedures

Responsible for meeting performance standards within a policy framework and regulatory guidelines.

Occasionally the post will be expected to work from other locations

Reports to Senior Payments Officer EYB-HNB.

Key Facts and Figures

No direct responsibility for staff - may need to oversee work done by others in area of expertise or project.

Resourcing

Budget Responsibilities:

NIL

Supervisory Responsibilities:

NIL

Knowledge, Skills and Experience

- Experience of making accurate and timely and accurate complex payments to a high number of providers in respect of a high number of children
- Good knowledge and understanding of EYB and HNB DSG financial requirements, payments processes, systems, policy, practices, procedures, and legislation.
- Experience of deliver a range of information, support and training to increase colleagues and stakeholders knowledge and understanding of financial requirements in relation to Early Years Block and High Needs Block DSG payments
- Experience of carry out monitoring, reviews and audits in line with Council financial guidance and statutory requirements in relation to payments from Early Years and

High Needs Block of the DSG

- Significant experience of working with and forming positive, trusting relationships with Ofsted/DfE registered settings, commissioned providers and individuals.
- A good understanding of the issues that can affect Ofsted/DfE registered settings, commissioned providers and individuals in relation to EYB and HNB DSG payments and how best to address them
- Experience of using initiative, knowledge and expertise which result in service improvements
- 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.
- 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 Synergy/Access and Oracle or similar large financial ICT system.

Indicative Qualifications
Numeracy and literacy qualification e.g. GCSE English and Maths or equivalent.
Relevant professional qualification

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 which 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.