

# Job Description

## Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

### Job Details

Job Title:	Deputy Team Leader (Early Education Funding)
Salary:	Grade 10 £37,035 - £39,513
Grade:	Grade 10
Hours:	37 hours per week
Team:	Early Education Funding Team within Early Years Childcare Sufficiency and Access
Service Area:	Children Education and Families
Primary Location:	The primary location is usually County Hall, and you will be required to work from this location and in an agile manner.
Budget responsibility:	None
Responsible to:	Early Education Funding Team Leader
Responsible for:	<ul style="list-style-type: none"> <li>• Early Education Funding Payment Officer's – directly line managing 5 FTE</li> <li>• Effectively managing the Systems arm of the wider team. This post will be responsible for ensuring high quality data entry and driving continuous improvement to effectively support the finance functions.</li> <li>• Supporting the Early Education Funding Team Leader to ensure that their team is working in compliance with all legislation and regulatory requirements.</li> <li>• Deputising for the Early Education Funding Team Leader as required.</li> </ul>

### Job Purpose

The Deputy Team leader manages the System function within Early Years Education and Early Education Funding team. This team is responsible for overseeing the effective distribution and audit of the Early Education and Childcare Entitlements in line with statutory requirements and the Councils audit and financial procedures. This includes managing the input, updating and closing of service provisions, and payment data across the Childrens Education & Finance systems, and the Corporate Finance system. As well as the provision of a high-quality data control monitoring, system development and continuous improvement to meet best practice standards. The officer will be responsible for supporting the team to achieve its objectives

The post holds responsibility for the day-to-day leadership, motivation and management of the Systems function. They will support the Early Education Funding Team Leader in delivering sustained improvements to ensure optimal efficiency and effectiveness whilst maintaining compliance with all legal requirements.

They will be required to be flexible with regards to managing staff and workloads, responding to changing priorities and demands to meet the needs and objectives of the wider team as required by the Early Education Funding Team Leader so that agreed outcomes are achieved.

A key responsibility will be to monitor systems performance through use of analytics and to identify areas requiring support in order to maintain compliant operations. The post holder will be expected to help identify any improvements in system utilisation and ensure implementation of any agreed changes.

## Job Responsibilities

Key tasks include:

- Direct supervisory responsibility for Payment Officers, including the Senior Payment Officers. Direct Line management of Early Education Payment officers.
- Ensure that all data is entered accurately into the System-C Children's systems, ContrOCC/ LIFT, and SAP for all Early Education and childcare entitlement payments, ensuring adherence to all legal requirements and statutory guidance governing the operation of accounting and financial systems.
- Applying knowledge, skills and expertise across the wider team. Providing operational cover for the Early Education Funding Team leader as required, including delegated payment authority to authorise payments to providers and individuals
- Leading on supporting staff across the whole team; mentoring and developing their skills, knowledge and expertise across the whole team.
- Managing the System-C Early years payments process ensuring appropriate system controls are in place.
- Supporting the Early Education Funding Team Leader in:
  - planning, scheduling and communicating system activity that impacts on financial management processes e.g. year-end processes and funding timelines
  - analysing, developing and improving the system processes and solutions to meet business requirements working with other Education Finance and System teams across other local Authorities
  - production of key performance data and financial information for accurate reporting and statistical returns as required, for budget monitoring census returns, freedom of information requests, sufficiency and forward planning.
  - attending system meetings, regional/system user groups and project meetings as required.
  - testing and implementation of system changes and testing for the System-C and ContrOCC upgrades.
  - overseeing the creation and maintenance of 'how to' guides on all aspects of the funding processes to ensure all staff and external providers have the knowledge to carry out work using effective and consistent processes
  - responding to information received from the Department for Education on eligibility for disadvantaged two year old funding to ensure high take up of the entitlement.
  - contribute to meetings with officers and with representatives from the private, voluntary and independent providers
  - contribute to developing clear communication to providers, including hosting training sessions
- Adhere to all legal requirements and the regulatory framework that governs the operation of accounting and financial systems.
- Lead on the effective distribution and audit of early education entitlements in line with statutory requirements and the Council's audit and financial procedures.
- Lead responsibility for managing financial audits including, visiting providers to challenge practices and creating and reviewing payment reports and carrying out spot checks to ensure accuracy.

- Take a proactive part in the work to ensure successful implementation of processes and procedures for the distribution of early years entitlements of children from 9months – 5-year-olds.
- Carry out any other duties relevant to the post requested by the Early Education Funding Team Leader or Service Manager

## Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

## Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
Educated to A level. At least 5 GCSEs at A*-C including English and mathematics. Evidence of continuing professional development.	A,D
Experience of managing and developing staff	A,I
Knowledge of national priorities around early years and childcare sector.	A,I
Ability to work well under pressure and to strict deadlines	A,I
Excellent attention to detail, and experience in analysing and interpreting data, and presenting it in an understandable format	A,I
Good communicator, who communicates clearly and openly - skills both spoken and written	A,I
Experience and aptitude to work on own initiative, lead a team and collaborate with colleagues and partners to deliver results	A,I

A lateral thinker who is highly motivated, positive and inquisitive with an aptitude for learning, problem solving, developing innovative ideas, and continuous improvement.	A,I
<b>Behaviours and Key Competencies</b> <p>The following are the generic behaviours expected from all finance staff:</p> <ul style="list-style-type: none"> <li>- Willing and flexible, with a positive and optimistic attitude</li> <li>- Focused on improving ways of working</li> <li>- Actively owns and seeks to solve problems</li> <li>- Takes personal responsibility to develop and share knowledge</li> <li>- Pro-actively communicates and collaborates</li> <li>- Builds trust-based relationships</li> </ul> <p>These staff behaviours will be demonstrated in conjunction with the following key competencies:</p> <ul style="list-style-type: none"> <li>- Is commercially aware – i.e. understands the cost drivers and true costs of services and considers the value in everything we do.</li> <li>- Able to listen, understand, and respond constructively to the viewpoints of others.</li> <li>- Able to challenge constructively, join the dots, and see the wider implications, across services, processes and issues.</li> <li>- The ability to communicate clearly and openly with others in order to inform, instruct, persuade and encourage feedback.</li> <li>- Demonstrates a can-do attitude and focuses energy and commitment on achieving positive results that are critical to the organisations success.</li> <li>- Understands the role of the organisation and its relationship with internal and external customers. Is focused on meeting customer expectations.</li> <li>- Demonstrates an open mind with a willingness to challenge traditional approaches in a positive way.</li> <li>- Collaborates and consults with others effectively, in joint pursuit of team and organisational goals.</li> <li>- Understands the environment in which the organisation operates and considers the financial and wider commercial implications of their decisions and actions.</li> <li>- Demonstrates the appropriate level of specialist knowledge and skills required to effectively fulfil the role.</li> </ul>	A,I
Strong ICT skills including ability to use and develop business systems, as well as being highly proficient with Microsoft applications, specifically Excel	A,I
Excellent time management skills and ability to work to under pressure and to deadlines	A,I
Relevant experience of using payment systems	A,I
<b>Desirable Criteria</b>	<b>Assessed By:</b>
Negotiating skills	A,I

Experience of developing and implementing systems and processes - including data handling and ICT.	A,I
Knowledge of early years and childcare sector	A,I
Car driver with current driving license	A,I
Relevant experience of using relevant systems including SAP, ContrOCC, Liquid Logic. System-C Children' or adults.	A,I

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input checked="" type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
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<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

April 2025