

Finance Administrator

Job Description and Person Specification



Reporting to: Operations manager	Responsible for: N/A
Usual hours of work: 18 hours per week Wednesday: 8:30am to 4:30pm = 8 hours Thursday: 9:30am to 2:30pm = 5 hours Friday: 9:30am to 2:30pm = 5 hours Some flexibility on times / days	Location: Heaton Moor
Salary: £12.90 per hour	Annual Leave: Term Time Only

Charnwood is founded on the Christian belief that every person has inherent worth and dignity, promise and purpose. Our commitment is to support families as they nurture their children to reach their full potential. The inclusive setting means that all children can play, learn and participate in ways that are meaningful for them and parents / carers can be guided and supported in the best interests of themselves and their family.

All staff should be willing to fulfil the duties of their role within the context of the Christian ethos of Charnwood, which includes high standards of behaviour in the nursery setting and when representing Charnwood in the community. You must uphold our reputation by respecting each person as a unique and equally valued individual.

We are an equal opportunities employer, and we ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race.

Person Profile

You will be a good team player with a strong financial background and supporting qualifications. You will have the necessary skills and experience to manage day to day financial activity with a high attention to detail and ability to meet deadlines. You will have the flexibility to deal with a variety of queries from internal staff, families and external suppliers. You will be able to communicate effectively to ensure a wider understanding of our financial position across the Senior Leadership Team and Trustee board. You will be enthusiastic about working in a nursery environment.

Principal Accountabilities

- Responsible for all inputting of payments and income.
- Ensure Finance software is kept up to date to allow Finance Officer to reconcile.
- To assist the Finance Officer in managing the day-to-day financial activity of the Trust
- To gather information required for the payroll in partnership with Finance Officer
- To manage finance administration and ensure all is kept in order

This job description should be read in conjunction with the person specification. It is not a comprehensive list and you may be required to carry out additional tasks from time to time.

The job descriptions are reviewed annually in line with business needs and so the scope of the job may change, this will be discussed with you as part of your annual appraisal

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- Input the funding claim through the local authority portal, with supporting information from necessary staff
- Ensure we have the documents needed for receiving all entitlements including DAF and EYPP payments
- Input parent payments from the bank statement and chase payments where needed.
- Report any financial concerns immediately to SLT or Finance Trustee.
- Cover reception one day a week and assist administrator with phone calls / gate entry in busy periods.

Main Duties & Responsibilities

Finance duties:

- Carrying out the basic financial administration for the Trust, including invoicing, petty cash, reconciliation prep, and Expense payments.
- Assist with the administration of the payroll with Finance Officer where required.
- Maintaining financial records and filing systems for all transactions – currently using Liberty Accounts
- Chasing outstanding accounts and agreeing payment plans with Finance Officer if required
- Updating our funding claim through the Stockport Council Early Years Portal to ensure we receive funding for all Children who are entitled
- Monitoring and reviewing financial processes to ensure effectiveness and efficiency
- Ensuring we have all the information needed to claim DAF payments for all eligible Children
- Support with the ordering of supplies ensuring we have access to the most cost-effective supplies and resources
- Manage the processes for petty cash payments with the support of the admin team, ensuring income and expenditure is recorded and money is stored securely. Count with support from the Finance Officer.

Additional Duties & Responsibilities

- To understand and follow Charnwood policies and procedures
- To ensure the wellbeing of the children and follow the Child Protection and Safeguarding procedures where you have any concerns
- To report any health and safety concerns you notice to the Operations Manager / Site Manager as soon as possible
- To attend training and team days as appropriate
- To assist with various extra nursery activities, including open evenings, celebration events and fund-raising events as requested by the Senior Leadership Team

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