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| Job title | Financial Administrator |
| Responsible To | Chair of the Trustees |
| Location | Clavering and Arkesden Preschool |
| Hours | 15 hours over 3 days, term time only (38 weeks a year) |
| Pay scale | £10-£10.50 per hour, depending on experience |

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| To work in our outstanding setting providing financial, admissions and administrative cover in a safe and secure environment. To follow all financial responsibilities and commitments showing initiative and working closely with our Preschool Manager and team of Trustees. |

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| Main responsibilities and tasks |
| **Finances**  The main responsibility of this role is to keep the preschool finances running smoothly and follow Charities Commission guidance on keeping our funds safe and secure. You will:   * Keep accurate financial records including payments, receipts, cash analysis, banking, cash withdrawals and raising cheques/BACs payments for authorised invoices * Maintain the accounts system (Quickbooks) and produce financial reports * Raise fees and other invoices as appropriate and maintain credit control * Prepare yearly budgets and provide our Trustees with a termly budget tracker * Attend both Finance and Full Committee meetings * Work with Essex County Council and our parents to claim government funding each term * Run monthly payroll for staff collating overtime hours in agreement with the Preschool Manager and Officers of the committee and send through to our payroll provider * Prepare unbiased and realistic recommendations for yearly salary review for all staff * Operate all HM Revenue & Customs procedures as required. * Provide and track financial information to be used in funding applications and in end of funding reports * Collect and bank all income * Manage cash floats and proceeds from fundraising   **Admissions**  The admissions process is a key part of the success of the setting, allowing preschool to run as a financially viable enterprise and ensuring the preschool is at full capacity. You will   * Have read the setting’s admissions policy, allocating spaces according to policy guidelines * Correspond with parents over new enquiries, making them feel welcome and helping them with the transition of their child into the setting * Work on our academic yearly register, finding the best fit to fill spaces, dealing with parent requests for sessions changes, and supporting the Preschool Manager to ensure staff to child ratios are met * Work closely with the Preschool Manager, ensuring the best outcome is achieved for the financial success of the preschool   **Administrative Support**   * Answering phone and dealing with queries, and responding to staff queries and requests * Assisting with recruitment process * Support to Preschool Manager/Deputy Managers as required e.g. training course liaison / booking, assisting with parents correspondence etc. * Get quotes, order supplies and make purchases as requested by Preschool staff.   **Governance**  The preschool is governed by a committee of trustees, you will work very closely with the chair and treasurer, attending all trustee meetings and AGMs and assisting in the preparation of:   * Financial and Admissions information * End of Year Accounts for sign off * Documents required for AGMs   **Safety, Welfare and Child Protection**  Safeguarding children is of paramount importance. You will be expected to work closely with the team and manager in providing a safe learning environment. You will:   * Keep children safe * Value and respect all children and families equally * Support children to develop a positive sense of their own identity and culture   **Regulatory**  You will be expected to read and be proactive in the implementation of these preschool policies:   * Safeguarding Children, Young People and Vulnerable Adults * Recording and Reporting Accidents and Incidents * Risk Assessments * Confidentiality * Induction of Employees and Volunteers   **As this position involves working in close proximity to young children, this role is exempt from the Rehabilitation of Offenders Act 1974. It also requires an enhanced DBS check.**  **This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the preschool trustees.** |

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| Person Specification |
| **Essential Criteria**   * Bookkeeping experience would be preferred, or a good understanding of finance and figures * Knowledge and understanding of IT * Strong organisational skills, a methodical and accurate approach and the ability to work to deadlines * Ability to work on own initiative and to work as part of a team * Good communication skills both oral and written * An understanding of equal opportunities * An understanding of the importance of confidentiality for certain aspects of the role and the ability to respect the privacy of others   **Desirable Criteria**   * Knowledge of voluntary sector * PAYE experience * Accounting qualification such as AAT * Knowledge of a school or early years environment |