



JOB DESCRIPTION

Job Title: Finance Administrator

Responsible to: Head of Finance and Governance, Head of Nursery, and the Director

JOB SUMMARY

Providing administrative and financial support to the head of Finance and Governance, the Head of Nursery, and the Director, based within one of our nurseries across Islington and Hackney.

You will be supporting the Smooth running of the Children's centre, including liaising with parents and for the general financial and administrative needs of the centre.

DUTIES and RESPONSIBILITIES

1. To be responsible to the Head of Finance and Governance, Head of Nursery and Director for financial administration; including record keeping, fee collection and administration; all payments, banking, and petty cash.
2. Supporting with The Head of Finance and governance and cross-checking the monthly payroll on Sage (training provided if necessary).
3. To maintain appropriate electronic and manual systems as advised by Early Years Finance, including database of all commitments and expenditure.
4. To provide support/ be responsible for the monitoring of financial activities of the centre and to report monthly, as required to the centre management, LBI's central finance team and funder terms and conditions.
5. Supporting the Head of Finance and Governance to ensure that all financial records and documents are maintained in accordance with the council's financial regulations and are available for audit as required.
6. After training to use and maintain the computer packages provided for the input of data and extraction of information and be responsible for preparing and

providing monitoring and statistical information and regular reports as required by the Head of Finance and Governance.

7. To be responsible for the maintenance of confidential children's/families records in relation to admissions and charging, both electronically and paper files.
8. To cover the reception at regular times during the week.
9. To be responsible for the maintenance of appropriate systems and reconciliation's and for the validation of associated bank account statements.
10. To ensure all families are issued with a monthly statement and to investigate and resolve payment related problems and arrears swiftly and report to Head of Finance and Governance regularly.
11. To be responsible for the maintenance of the centre's systems and reconciliation's and for the validation of associated bank account statements, with the support of the Head of finance and Governance.
12. To maintain the daily, weekly, and monthly records, including ordering of food and materials, recording attendance numbers of children and staff absence returns.
13. To take responsibility for promoting and safeguarding the welfare of children and young persons who you encounter.
14. To carry out other duties, appropriate to the post as may be required by the Head of Finance and Governance the Director or the head of Nursery.
15. Willing to work occasional evenings and weekends as necessary.

Confidentiality

The nature of the job requires a high degree of initiative, confidentiality, tact, and discretion, when giving or receiving information, which could be confidential.

To be responsible for the maintenance of appropriate systems and reconciliation's and for the validation of associated bank account statements.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

Requirements		
Education and Experience		
E1	Substantial administrative experience with minimal supervision	
E2	Good level of literacy GCSE standard a minimum	
E3	High standard of numeracy	
KNOWLEDGE, SKILLS and ABILITY		
E4	Proven experience of providing administrative support to a team of managers/staff	
E5	Substantial experience of using windows-based IT and bespoke databases	
D6	Knowledge of SAGE bookkeeping software	
E7	Ability to develop skills in payroll calculations	
E8	Sound knowledge and well-developed skills in the use of ICT, particularly the operation of word-processing, database and spreadsheet programs	
E9	Ability to work to own initiative, organise own workload without direct supervision.	
E10	Ability to acquire a working knowledge of the centre's accounting procedures.	
E11	Ability to monitor budgets and record expenditure, complete statistical returns	
E12	Excellent communication skills including, writing, on the telephone and face to face	
E13	Ability to build and maintain effective working relationships with a wide variety of people	
E14	Ability to prioritise to ensure that deadlines are met, whilst working under pressure	
E15	Ability to work to the organisations high standards of customer care	
E16	Ability to maintain strict confidentiality in all matters.	
E17	Ability to supervise and train staff within the framework of the organisation's Equal Opportunities Policy	
E18	Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people	
Equal opportunities		
E19	Ability to adhere to the organisations equal opportunity policy	
Special requirements of post		
E20	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service formally known as the Criminal Records Bureau (CRB) Disclosure	