



**Minik Kardeş Children's Centre
FINANCE ADMINISTRATOR**

PRIMARY JOB FUNCTION

To be responsible to the Head of Nursery and Director for providing effective confidential administrative and financial support to ensure the smooth running of the children's centre service

DUTIES AND RESPONSIBILITIES

1. To be responsible to the Head of Nursery and Director for financial administration, including record keeping, fee collection and administration; all payments, banking and petty cash using our SAGE Accounts software.
2. Liaising with our external payroll provider and cross-checking the monthly payroll.
3. To maintain appropriate electronic and manual systems as advised by Early Years Finance including database of all commitments and expenditures.
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. To ensure that all financial records and documents are maintained in accordance with the council's financial regulations and that they are available for inspection by audit as may be required.
6. 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 centre management, EYSMT and funder terms and conditions
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 ensure all families are issued with a monthly statement and to investigate and resolve payment-related problems and arrears swiftly and report to EYMT regularly.
9. To be responsible for the maintenance of appropriate systems and reconciliation's and for the validation of associated bank account statements.

10. To maintain the daily, weekly and monthly records, including ordering of food and materials, recording attendance numbers of children and staff absence returns.
11. To take responsibility for promoting and safeguarding the welfare of children and young persons who you come into contact with.
12. To supervise temporary administrative staff where appropriate and other staff as assigned to assist with administrative/secretarial duties, and to be involved with the selection procedures for staff as and when appropriate.
13. To carry out other duties, appropriate to the post as may be required by the Director and Head of Nursery.
14. 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.

POST HOLDER DECLARATION

Name:	
Signed:	
Date:	

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		
Essential criteria	Criteria Description	Assessed by
Qualifications		
E1	Substantial administrative experience with minimal supervision	A/I
E2	Good level of literacy and numeracy to A level or above	A/I/T
E3	Qualified at AAT Level 3 or achieved AATQB status or ICB Level 3 or IAB Level 3 with substantial bookkeeping experience	A/I
KNOWLEDGE, SKILLS, and ABILITY		
E4	Proven experience of providing administrative support to a team of managers/staff	A/I
E5	Substantial experience of using windows-based IT and bespoke databases	A/I/T
E6	Substantial experience using SAGE bookkeeping software	A/I/T
E7	Sound knowledge of payroll calculations	A/I
E8	Sound knowledge and well-developed skills in the use of ICT, particularly the operation of word-processing, database and spreadsheet programs	A/I/T
E9	Ability to work to own initiative, organise own workload without direct supervision.	A/I
E10	Ability to acquire a working knowledge of the centre's accounting procedures.	A/I
E11	Ability to monitor budgets and record expenditure, complete statistical returns	A/I
E12	Ability to communicate effectively in writing, on the telephone and face to face	A/I
E13	Ability to build and maintain effective working relationships with a wide variety of people	A/I
E14	Ability to prioritise to ensure that deadlines are met, whilst working under pressure	A/I
E15	Ability to work to the organisation's high standards of customer care	A/I

E16	Ability to maintain strict confidentiality in all matters.	A/I
E17	Ability to supervise and train staff within the framework of the organisation's Equal Opportunities Policy	A/I
E18	Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people	A/I
Equal opportunities		
E19	Ability to adhere to the organisation's equal opportunity policy	A/I
Special requirements of the 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	A
E= Essential D= Desirable		
Assessed by: A= Application I= Interview T= Test		

June 2022