

JOB DESCRIPTION – FINANCE/ADMIN OFFICER

CRANE PARK DAY NURSERY

Purpose: To provide a full financial, personnel and general administrative assistance to the Nursery and Nursery Manager.

To be responsible for promoting and safeguarding the welfare and learning of nursery children

Financial:

Producing monthly invoices for parents of all children

Processing online payments via the Famly software

Maintaining clear accounts to ensure that any outstanding fees are collected within set timescales or following the bad debt policy

Processing monthly ZB agresso reports – checking salaries, overtime, income and charges

Producing monthly reports to School Headteacher/GB

Liaise with external accountants and ensure that information is presented in good time

Reconciling bank statements

Maintaining nursery stock levels and ordering as required

Checking incoming invoices for payment

Produce cheques for suppliers and reconcile payments to ensure no duplicates

Operate the Nursery's Bank Account in full

Liaise with professionals regarding forecasting analysis and reporting

Complete LA returns for Early Years funded children whilst ensuring all paperwork is complete and adheres to government guidelines

Order weekly food shopping for Nursery, ensuring Nursery receives 'best value'

Personnel:

Place adverts for recruitment

Assist Nursery Manager with recruitment of staff and apprentices adhering to Safer Recruitment process

Liaise with LA on staff contracts and payroll and any HR issues

Liaise with new appointees on pre-employment checks and process all paperwork for LA

Maintain the Nursery's database and staff files ensuring accurate filing

Responsible for recording staff absence and producing absence returns

Complete DBS paperwork for all staff whilst ensuring SCR is up to date and in line with Ofsted requirements

General:

Ensure nursery children have complete files and all data is input on MIS system and updated regularly

Produce daily registers for children and staff

Assist Nursery Manager with filing of policies and data