

Finance Officer

Yateley Community Preschool

Yateley Community Preschool is currently seeking a part-time Finance Officer (min 15 hrs per week) to join their busy, friendly team. Yateley Community Preschool prides itself on being an Ofsted outstanding rated Community Preschool working to provide the best start of education to the children of Yateley and surrounding areas. As the Finance Officer, you will have a wide range of responsibilities in this interesting and varied role, including managing payroll, dealing with enquiries from the potential and existing parents, managing the booking system for all pupils including new starters/leavers and other ad-hoc tasks.

We would love to hear from you if you:

- Have experience working in a finance role and can communicate well with a range of different organisations
- Can offer excellent administration and organisational skills
- Are self-motivated and able to prioritise work streams
- Enjoy working in a dedicated team & can work flexibly when needed
- Are interested in making a contribution to the younger generation.

Prior experience working in a childcare environment is desirable but not essential.

The position is split between 3 days a week (Monday, Wednesday, Thursday or Friday) term time only, 39 weeks a year plus an additional 18 hours during the school summer holidays, some other hours in holidays may be required as necessary.

For the full job description and person specification please visit

www.yateleycpreschool.co.uk

A C.V. and covering letter should be emailed or posted to the address below.

Closing date for applications is: Thursday 12th September, 3.00pm

Interviews will be held week commencing 16th September

Yateley Community Preschool, Cranford Park Drive, Yateley, GU46 6LB, Tel 01252 861565, email manager@yateleycpreschool.co.uk