

Yateley Community Preschool

Finance Officer: Job description

We are looking for a flexible and organised person to fit into a small friendly team. The role requires day to day support of the running of the preschool, completing finance, administration and other tasks on a more ad-hoc basis.

Responsible to: Preschool Manager

Hours

9am – 3pm three days a week (Monday, Wednesday, Thursday) 39 weeks per annum plus additional 18 hours flexible during summer holidays

Accountabilities

1) Finance/Administrative Support

- a. Apply a wide range of standard processes and procedures
- b. Produce and process routine documentation and correspondence for the Manager and committee
- c. Input and extract staff/pupil information using manual and computer based systems.
- d. Manage the booking system for all pupils including new starters/leavers
- d. Apply financial payment procedures to complete payroll, grant funding, cash handling and recording transactions.

2) Customer Service

- a. Act as a point of contact for general parent and/or visitor enquiries; responding within standard procedures or referring an enquiry to a relevant person
- b. Contribute to the smooth running of the preschool.

3) Teamwork

- a. Work co-operatively with others towards shared goals
- b. Support and contribute to the core values of the preschool

4) Welfare

- a. Ad-hoc assistance to preschool staff for lunch cover or sickness.
- b. Administer first aid if/when necessary

5) Statutory Initiatives

- a. Awareness of GDPR
- b. Awareness of Equality
- c. Awareness of Health and Safety Issues
- d. Awareness of Child Protection and Safeguarding

6) Decision making areas

- a. Prioritisation of own workload
- b. Allocation of sessions

7) Main contacts

- a. Internal
Line Manager, Staff, Pupils
- b. External
Parents, Committee, Cranford Park Primary, Local Authority