

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Office &amp; Finance Administrator (Based at Mapledene Children's Centre but in close working partnership with Queensbridge Primary)</b>
<b>SALARY:</b>	Scale 6
<b>HOURS:</b>	36 hours per week, flexible. All year round One year FTC initially
<b>REPORTING TO:</b>	Head Teacher / Business Manager /Centre Manager

### **JOB PURPOSE**

- To promote Mapledene Children's Centre.
- To provide financial support and maintain systems to facilitate effective financial control within the Children's Centre
- To operate the Children's Centre/School financial systems and accounts.
- To operate the Children's Centre database systems.

### **Main duties and responsibilities:**

- To be responsible for the receipting, safekeeping and accounting of all monies received by the Children's Centre.
- To work alongside the Head of Centre at the CC
- Process all filing (electronic and manual) of fees, orders, and bank statements.
- To manage electronic financial information systems on a daily basis on RM/First Steps
- To undertake ongoing training on software systems used for management of children's centre.
- To reconcile bank statements/childcare vouchers/income to electronic financial information systems on a weekly basis
- To operate and maintain account control for late fees and any other monies collected
- To be responsible for ensuring prompt collection of fees, to minimise debt; sending out follow up correspondence to parents/carers who are late in making payments and enforcing debt procedures according to LA policy.
- To liaise with the Business Manager, providing debtors' reports and other data as required ensuring that any irregularities are brought to the attention of the Business Manager.
- To update individual accounts for day-care fees and issue invoices on a weekly basis.
- To meet on a weekly basis with the school finance officer to report on fees collections, invoices to parents and on stock orders etc.
- Liaise with parents as required regarding queries and review their accounts.
- To ensure timely production and issue of financial reports and returns as required.
- To liaise with and produce monitoring reports for the LA and respond to their queries.
- To be responsible for the production of statutory returns and reports as required by the LA on a timely basis.
- To ensure that weekly room registers are produced and that attendance data is recorded on the management information system.
- To ensure that sessional registers are produced and Registration forms are accurately completed.
- Data Collection for Cenus and E start data base.

- To regularly meet with line manager regarding the smooth running of the building and the reporting of maintenance issues.
- To ensure that the confidentiality of service user records and other personal information is maintained.
- To understand and show commitment to school, centre and council Equal Opportunities and Health and Safety policies
- To provide administrative support to the admissions process for day-care places in the children's centre and to maintain accurate records and registers of admissions and waiting lists.
- To record attendance for all visitors and users of services provided at the Centre.
- To be informed of all services available at or through the centre and refer families and adults to the appropriate services as required.
- To produce a monthly Children's Centre newsletter.
- To access and keep overview of centre calendar and events taking place.
- To undertake general administrative duties within the Centre including filing, post, stock control and ordering items as required, telephone duties and photocopying.
- To assist in Children's Centre staff recruitment; posting adverts, sending and receiving
- To participate in performance management and continuing professional development opportunities as they arise.
- To provide typing/word processing skills for the production of letters/reports as required in connection with the duties of the post. Using Office Packages (Word, Excel) as necessary.
- To attend regular team meetings.
- Liaise with other members of staff and suppliers where relevant.
- As the first point of contact for centre users, provide a friendly and informed reception service.
- To ensure that all visitors are welcomed in a polite, friendly and efficient manner.