

RAB Early/Late Play Club

Finance & Admin Assistant Job Description

Job summary:	To provide finance and administration support to the Charity. To take responsibility for financial and administration support systems under the guidance of the Business Manager. To work closely with the Senior Management Team.
Working Arrangements:	Remote working Monday to Friday for 16 hours per week, 42 weeks per year (term-time plus 4 weeks). Hours of work are flexible, typically 3.25 hours per day.
Line manager:	Business Manager
Working relationships:	Business Manager, Club Managers, Parents/carers of children attending the Club, Staff, Students, Chair, Treasurer, management committee, and volunteers RA Butler school, childcare and play organisations, registering authorities

Charity Vision: We provide a vibrant, welcoming space where play and imagination take the lead. The postholder will be part of a dedicated, friendly team who care deeply about helping families and strengthening the local community. Every member of our fantastic team plays a part in making that happen, and all staff share our values, creativity and integrity.

Safeguarding requirement: The Club is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Main duties:

- To raise debtor invoices, collect and record fee income and manage the aged debtor collection system.
- To pay creditor invoices, expenses, salaries and manage the petty cash accounts.
- To ensure the accurate and timely recording and coding of all income and expenditure in the Club's accounting software; QuickBooks.
- To perform regular bank reconciliations.
- To ensure accurate and up to date child attendance records are maintained and update daily registers.
- To support the Senior Management Team (SMT) in managing child occupancy levels and to maintain the Club's waiting list in accordance with its Admissions Policy.
- To maintain the Club's registration systems; collecting and inputting child data into the Club's administrative systems and maintaining accurate records.
- Liaise with parents/carers regarding their fee accounts, changes to child attendance and waiting list enquiries.
- To support the Business Manager with financial management including updating budgets and producing budget reports for the SMT.
- To support the SMT with the administration of staff recruitment in accordance with the Club's Safeguarding and Safer Recruitment policies and liaise with the Club's external HR provider.
- To support the SMT with payroll administration and liaise with the external payroll provider.
- To support the SMT in ensuring the Club complies with the UK General Data Protection Regulation (GDPR).
- Assist the Business Manager with the production of the annual final accounts and charity returns and liaise with the Club's external accountant.
- Undertaking committee and trustee administration including DBS and Ofsted checks and arranging termly meetings.
- Attend meetings when requested by the SMT and take minutes where required.

- Undertake general admin tasks under the direction of the Business Manager and Club Managers including issuing parent mail, dealing with correspondence, filing, payroll and HR administration.
- To undertake appropriate and relevant training.
- To undertake any other reasonable duties as directed by the SMT and management committee in accordance with the Club's business plan and charity objectives.

Person specification

Essential qualities	Desirable qualities
• Experience of bookkeeping and maintaining accurate and complete financial records. An understanding of bookkeeping principles is preferred. • Experience of administration and maintaining timely and accurate records. • Excellent IT skills and ability to use IT based resources to support financial administration. • Experience of using accounting/bookkeeping software, Excel spreadsheets, Word processing and Microsoft Office applications. • Ability to effectively communicate with parents and families, staff and other stakeholders and address any concerns. • Excellent written and verbal communication skills, in particular the ability to write clear parent and staff messages and emails. • A conscientious attitude and ability to maintain accurate and detailed records and data. • Ability to update and maintain budgets. • Ability to work collaboratively and respectfully within a team. • Ability to work under pressure, plan and prioritise own workload, manage competing tasks and meet deadlines. • Ability to work on own initiative, use sound judgement, common sense and respond diplomatically and calmly. • Able to critically assess own performance and reflect on own practice. • Ability to positively promote the Club. • Reliable and trustworthy with a clear understanding of the need for discretion and confidentiality regarding all financial and personal information. • Ability to think creatively and show initiative	• Appropriate accounting qualification. • At least 2 years' experience of working within a financial setting. • Understanding of financial management. • Experience of producing final accounts. • Experience of working within a similar childcare setting. • Knowledge of data protection and information management practices and their application within the setting. • Experience of working within a charity and awareness of charity governance.

Confidentiality of Information

Any information which staff have access to as a result of their employment with RAB Early/Late Play Club must be regarded as confidential and must not be divulged to others without the appropriate authority (including relatives and close friends). All staff must be vigilant and careful to ensure that all information which they have access to remains confidential.

This post is exempt from the Rehabilitation of Offenders Act (1974) and requires an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders that have been made against them.