

HOPSCOTCH

Children's Nurseries

JOB DESCRIPTION – PART TIME FINANCE ADMINISTRATOR

Based at our Head Office location in Brighton, this role will be supporting the provision of our 6 Outstanding Childcare settings across Brighton & Hove, Peacehaven and Seaford.

Part time position: 2.5 days (19 hours), preferably Wednesdays, Thursdays and Fridays

Holiday: 28 days per annum pro rata including 8 statutory holidays

Salary: £10621.00 pa

Probation period: 6 months

Notice period: 1 month

We will be seeking two satisfactory, relevant references.

This post is subject to a Disclosure Barring Scheme check at Enhanced level.

Requirements

Educated to degree level

PC literate and fully conversant with MS office applications and emails

High level of numeracy skills

Excellent literacy and customer service skills

Effective time management

Excellent organisational skills

Ability to problem solve and multi-task and work well under set timescales.

Work as part of and contribute positively to the staff team.

To be flexible and be willing to undertake other reasonable office duties to support colleagues and/or cover staff absences.

To attend occasional team meetings, company events, training courses, etc, sometimes out of your office hours.

Comply with confidentiality of all information.

Comply with applicable Hopscotch Policies and Procedures.

To work extra hours by mutual agreement if required.

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Tasks & Duties:

- Reconcile and processing of payments made by cash, cheque, BACS, credit/debit card, and bank transfer
- Ensuring financial information such as payments and invoices are collated and updated with accuracy and efficiency
- Updating ChildsPlay Manager (the nursery bookings system) by:
 - Adding new starters
 - Making amendments to Children's bookings
 - Processing reports
- Providing assistance to parents and nursery managers with telephone and correspondence queries relating to nursery bookings, fees and invoicing
- Supporting the process of debt management
- Taking payments using the debit/credit card terminal
- Answering general telephone and email queries
- Typing documents and letters, photocopying and filing
- Any other reasonable duties as deemed relevant

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FINANCE ADMINSTRATOR - PERSON SPECIFICATION

- Educated to degree level
- Appropriate and relevant experience in an accounting/finance role or similar
- High levels of numeracy and literacy skills – understand, communicate, read and write effectively in standard English to a high level
- PC literate and fully conversant with MS office applications and email
- High level of customer service skills including professional telephone manner
- Excellent time management and organisational ability
- Resourceful with problem solving skills
- A willingness to learn and develop new skills
- An ability to develop new processes
- An ability to multi-task and work well under pressure
- An ability to work on own initiative and make appropriate judgements
- An ability to work as part of a team and contribute positively to the team
- An ability to attend occasional team meetings, company events, training courses, etc, sometimes out of hours.
- To provide two satisfactory, relevant references
- To provide a satisfactory Disclosure Barring Scheme check at Enhanced level
- To comply with the Immigration, Asylum & Nationality Act 2006