

HOPSCOTCH

Children's Nurseries

JOB DESCRIPTION – FULL-TIME FINANCE ADMINISTRATOR

Predominantly 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: Full-Time (37.5hrs)

Holiday: 28 days per annum including 8 statutory holidays

Salary: £21,000-£22,500 depending on experience

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

Preferably educated to Degree level otherwise able to demonstrate significant relevant experience in finance and customer service roles

PC literate and fully conversant with MS office applications and email

High level numerical skills

Excellent literacy and customer service skills

Effective time management and strong 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, even in challenging conditions where teams may be working remotely from one another

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

To comply with confidentiality of all information

To comply with applicable Hopscotch Policies and Procedures.

To work extra hours by mutual agreement if required

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Tasks & Duties:

- Working closely with and reporting into the Office Manager to work across a broad range of workstreams including:
- Reconcile and processing of payments made by customers via BACS, credit/debit card, bank transfer and other payment methods
- Ensuring financial information such as payments and invoices are collated and updated with accuracy and efficiency
- Updating ChildsPlay Manager (the nursery booking software system) by:
 - Adding new starters and processing leavers
 - Making amendments to bookings
 - Occasionally generating and issuing invoices
 - Processing reports
- Supporting parents and nursery managers with queries relating to nursery bookings, fees and invoices
- Quickly gaining a high level of understanding with a view to becoming an expert about Early Years Entitlement Funding
- Supporting debt management processes
- Taking payments using the debit/credit card terminal
- Answering general telephone and email queries
- Typing documents and letters, photocopying and filing where needed
- Occasionally work on special projects including identifying and implementing new office software and hardware to improve business efficiency
- Any other reasonable duties as deemed relevant

As a result of ongoing COVID restrictions you may be required to share your working time between the office (with sufficient social distancing protocol in place as per our Office COVID-Secure Risk Assessment) and remote working from home. This will be covered in more detail in the interview and recruitment process but if you are uncomfortable with either some office working in addition to some remote working then you should consider your application carefully.

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FINANCE ADMINSTRATOR - PERSON SPECIFICATION

- Preferably educated to Degree level otherwise able to demonstrate significant relevant experience in finance and customer service roles
- 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 ability including professional telephone and email 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
- 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