

c/o St. Paul’s Church Community Centre, Church Road, Tupsley, Hereford HR1 1RT

Ofsted registration No: 2509646

Charity Registered No: 1175452

**Childcare Finance Manager Job Description**

**Job title**: Childcare Finance Manager

**Hours to be worked**: 7.5 hours per week, term time only.

**Salary**: £25,500-£27885 FTE (£21380-£23380/ annum term time) pro rata dependent upon experience

**Responsible to**: Childcare Manager and Trustees of St Paul’s Childcare

**Responsible for**: Full financial management for childcare setting.

**Purpose of the job**:

To plan, organise and develop all aspects of business management for the setting, (with the exception of childcare and learning) but including the disciplines of Financial Management, Estate Management, supervision of administration, and all matters within the management of the childcare which are supportive to, but do not involve, the childcare function.

**Main duties**

To act as a member of the Senior Leadership Team, actively reinforcing the ethos of the childcare.

Working within the resources provided; to ensure local systems, skills and processes are in place and applied consistently to secure high quality information, data, analyses and reports

To maximise the childcare’s potential through access to external funding by sourcing additional funding and developing bids for submission where appropriate.

**Leadership and Management**

* As a member of the Senior Leadership team undertake financial decision making in the absence of the Childcare Manager
* To attend Senior Leadership Meetings and Trustee meetings as appropriate and be involved with the strategic development of childcare support functions.
* To lead and manage all aspects of childcare support functions including Finance and Administration

**Financial Management**

* To be responsible for strategic planning aspects, including all financial implications, and ensuring the setting makes best possible use of the resources available.
* To prepare, for approval by the Childcare Manager and Trustees, the annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report in conjunction with the Childcare Manager on the financial state of the setting to the Trustees.
* To use financial management information, and benchmarking tools, to identify areas of relative spend, assess trends, and directly advise the Trustees accordingly.
* To be responsible for the management of the setting accounting function, ensuring its efficient operation according to agreed procedures, and to maintain these procedures by conducting at least an annual review.
* To monitor all accounting procedures and resolve any problems including:
	+ The ordering, processing and payment for all goods and services provided to the setting
	+ The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month
	+ Maintaining an assets register
	+ Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts
	+ To prepare the final accounts and liaise with the auditors. To provide detailed management accounts for the Trustees and Childcare Manager according to an agreed schedule, reporting immediately any exceptional problems.
	+ To prepare all financial returns for the LA and other central and local government agencies within statutory deadlines.
* To develop opportunities to maximise income generation within the ethos of the childcare setting.
* Responsible for general provision of payroll.

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