

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

Ofsted registration No: 2509646

Charity Registered No: 1175452

**Childcare Finance Manger Job Specification**

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| All candidates will be considered on their ability to meet the requirements of the person specification | **Essential criteria** | **Method of Assessment\*** |
| **Experience** | * + Previous Business Management Experience   + A sound knowledge of the financial workings of a Childcare setting or School   + A sound knowledge of budget management and accounting techniques   + A sound knowledge of a range of computer applications including financial management systems, including payroll   + Previous experience of managing a payroll function | AF, I |
| Skills and Abilities  *Including personal attributes* | * + Ability to work independently demonstrating initiative and pro-activity   + Ability to contribute to Childcare business planning   + Ability to act as Systems Manager for the setting if required   + Ability to develop and maintain efficient record keeping systems   + Ability to work as a part of the SMT   + Ability to analyse and interpret complex information and make recommendations   + Ability to problem solve   + Ability to negotiate ‘best value’ with suppliers   including responsibility for allocation of work   * + Ability to communicate with a range of audiences including colleagues, Trustees, officers of the County Council and suppliers   + Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date   + Ability to show sensitivity and objectivity in dealing with confidential issues. | AF, I |
| **Qualifications and Training**  *including professional qualifications* | Degree Qualification or  British regulated qualification framework level 6 and above or  The Certificate of School Business Management or significant relevant experience.  CIMA or AAT qualified | AF, I  **Fluency Duty** -The ability to converse fluently and spontaneously almost effortless. Only complex subject matter may hinder a natural smooth flow of language |
| **Other Factors** *e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.* | * + Ability to demonstrate commitment to Equal Opportunities   + Willingness to participate in further training and developmental opportunities offered by the nursery and county, to further knowledge   + Police clearance | I  DBS check |
| Line Manager Signature:  Date: | | |

\*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

Issued January 2020