

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**

|  |  |  |
| --- | --- | --- |
| 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 orBritish regulated qualification framework level 6 and above orThe 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
 | IDBS 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