

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**

St Paul’s Childcare is a charity run childcare provision, providing “outstanding” childcare for children aged 2-4yrs, as well as wrap-around care for school-aged children from both St Paul’s and Hampton Dene Primary Schools.

We are now looking for an experienced, well organised and forward thinking Childcare Finance Manager to join our team.

Accountable to the Childcare Manager and Trustees, you will be a valued member of the Senior Leadership Team and have full responsibility for the organisation and development of all aspects of finance management for the setting.

Duties will include:

* Maintenance of all financial record keeping
* Preparation, monitoring and analysis of monthly and end of year accounts including expenditure and income
* General provision of payroll
* Application and management of funding
* Support the Childcare Manager with strategic financial planning

Terms & Conditions:

* 7.5 hours / week - Term time (38 weeks/year) - to be worked 1 day or two half days per week
* Salary - £25,500-£27885 FTE (£4276-£4676 actual salary)
* Stakeholder pension
* 5.6 weeks holiday/year to be taken during school holidays
* This post is subject to enhanced disclosure

We are also recruiting for a Childcare Manager (30 hours per week) and would welcome applications for both roles from candidates who feel they have the relevant skills and experience.

For a full job description and person specification please go to : stpaulschildcare.co.uk For more information please email [stpchurchhereford.childcare@gmail.com](about:blank) or telephone (01432) 379363.

**Deadline for application is Thursday 19th March 2020.**

**Interview date Monday 30th March 2020.**