

# Job Description

Job Title: Administration and Finance Assistant

Organisation: Portreath Preschool

Responsible to: Preschool Manager

Works closely with: Preschool Manager, Treasurer, Accountant and Management Committee

Working pattern: 10 hours per week during term time, with some additional hours during school holidays

Salary: £12.50 per hour

## Purpose of the Role

The Administration and Finance Assistant plays a vital role in supporting the effective management, financial sustainability and regulatory compliance of Portreath Preschool. The postholder will manage financial systems, funding processes and administrative functions, working closely with the committee and manager to ensure the smooth day-to-day running of the preschool.

## Key Responsibilities

- Governance, Compliance and Committee Support
- Ensure all required paperwork and procedures are in place to meet Charity Commission and Ofsted requirements relating to Early Years management committees.
- Work closely with the management subcommittee, attending half-termly meetings and providing clear and comprehensive financial reports.
- Complete EY2 and DBS processes for committee members and maintain an up-to-date Single Central Record.
- Finance, budgeting and bookkeeping duties.
- Manage all financial aspects of the preschool in collaboration with the Treasurer, Preschool Manager and Accountant.
- Organise and ensure timely payment of staff wages, expenses, invoices, bills and other costs (including insurance and Ofsted fees).
- Maintain the petty cash system.
- Liaise with the payroll provider, submitting information relating to overtime, holidays and deductions.
- Manage invoicing systems for parents including preparing and issuing invoices and credit notes.
- Prepare and present financial reports for the committee and manager.
- Forecast income and expenditure to support budgeting and staffing decisions.
- Use Xero to manage receipts, invoices and monthly reconciliations, supporting the work of the accountant.

## Nursery Funding Administration

- Maintain a clear understanding of nursery funding streams and provide advice and guidance to parents where needed.
- Ensure all relevant information is uploaded accurately and on time to the Cornwall County Council Nursery Funding Portal.
- Manage and check 30-hour funding codes via the government website, resolving issues and informing parents as appropriate.
- Maintain accurate, secure and well-organised funding records and documentation.
- Respond promptly and professionally to parent queries regarding funding and children's hours.

## General Administration

- Manage the admissions process, including waiting lists, vacancies, admission packs and communication with prospective parents.
- Maintain and update records of children, staff and committee members across all preschool systems.
- Ensure GDPR compliance in relation to data handling and storage.
- Support the Preschool Manager with administrative tasks such as booking training, creating forms, updating the website, preparing letters, photocopying and laminating.
- Attend appraisals and supervisions and work on agreed actions.
- Take responsibility for the maintenance, purchasing and research of IT equipment used by staff.
- Demonstrate awareness of safeguarding and child protection responsibilities (training will be provided).

## Person Specification

### Essential Skills and Experience

- Strong IT skills, including Microsoft Office (Word, Excel), spreadsheet creation and email communication.
- Experience of using accounting software (e.g. Xero or QuickBooks).
- Good literacy and numeracy skills, with the ability to produce clear written communication and understand financial information.
- Strong organisational skills with the ability to manage a wide-ranging workload efficiently.
- Ability to work independently while also collaborating effectively with a small team and committee.
- Professional, approachable manner when communicating with parents, staff and external agencies.

### Desirable Skills and Knowledge

- Knowledge or experience of working with charities or committee-led organisations.
- Understanding or awareness of Early Years settings and the Early Years Foundation Stage (EYFS).
- Experience of nursery funding systems and local authority portals.
- Awareness of GDPR requirements.
- Experience of using or updating websites and an awareness of how social media can support an organisation.

### Personal Qualities

- Commitment to the importance of early years education and childcare.
- Highly organised, reliable and detail oriented.
- Approachable, friendly and able to build positive relationships.
- Flexible, adaptable and willing to support the wider team when needed.
- Sharing the preschool's values and contributing positively to a supportive, friendly working environment.

### Safeguarding Statement

Portreath Preschool is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced Disclosure and Barring Service (DBS) check and provide suitable references. All appointments are subject to satisfactory pre-employment checks, including identity checks, qualification verification and ongoing safeguarding training.