Job Description

Job Title: Finance and Human Resources Administrator
Responsible to: Early Years – the organisation for young children
Reports to: Financial Services Manager/Head of Human Resources
Salary Scale: NJC Scale (2021), Points 7-11 (£20,444 - £22,129)
Hours: 37 hours per week
Location: Hybrid role, office base Headquarters, Belfast
Tenure: Permanent
Allowances: Travel Expenses will be paid according to Early Years rates and guidance.

1. Job Purpose
To promote and develop high quality, evidence-informed early childhood services for young children, their families and communities, working to ensure children are:

- Strong, competent and visible in their communities
- Physically and emotionally healthy
- Eager and able to learn
- Respectful of difference
- Grow up in a peaceful, prosperous and shared region

Guided by our values:

- Childhood - in its own right
- Listening to children – and those who care for them
- A strong voice for children
- Play, fun and creativity

- Parents as first educators
- Participation of children and families
- Community involvement and development
- Partnership
- Inclusion and diversity

- Excellence and evidence-based innovation
- Effective stewardship and governance
- A professional, committed and recognised workforce
- Valuing staff, members and their commitment

Working ethically is intrinsic in all that we do:

“We endeavour to work fairly, with honesty and transparency; everything we do has to stand the test of public scrutiny. We should be caring and responsible for our actions, show respect for our colleagues, and always work for the benefit of the communities we serve, spaces we inhabit and culture we create.”
The post holder will be responsible for providing professional and high-quality administration support services to the Finance and HR functions within Early Years.

Responsibilities:

**Finance Administration**

- Maintain the day-to-day operation of the Early Years Sales Ledger, to include (but not limited to) the following key tasks:
  - generating and/or processing all invoices and credit notes, including (but not limited to) day care fees, membership, training, Sure Start income
  - create new customer accounts
  - posting receipts
  - reconciling accounts
  - reviewing the ledger to identify overdue amounts
  - generate customer statements
  - lead regular credit control meetings
  - contacting overdue debtors to obtain payment
  - reconcile Eccesoft and Sage customer accounts

- Prepare monthly payroll for up to five members availing of the salary service, to include (but not limited to) the following key tasks:
  - recording of any adjustments to staffing and hours as notified by the service-user
  - preparation of payslips in Sage payroll and circulation to relevant service users
  - make further adjustments in line with feedback from service user
  - close payroll and send monthly reports to service users

- Prepare bank reconciliations as allocated.

**HR Administration**

- Ensure that the computerised HR information system and personnel files are accurate and updated regularly, e.g. attendance and absence records, applicant and job information, training information, etc.

- Liaise with the finance department on a monthly basis in preparing payroll information. This includes collating information for monthly payroll such as new starters, leaver, pension, maternity, increment, sick leave, childcare vouchers.

- Collate and prepare a range of statistical HR reports including, sickness absence, payroll, terms and conditions, appraisal reports etc.

- Assist in the preparation of statutory reports, i.e. annual returns to Equality Commission for Northern Ireland, Article 55 and any other relevant reports.

- Support the HR function in organisational development activities, e.g. Investors in People, Excellence Model, etc.

- Support the HR Officer and other line managers in the induction of staff.

- Ensure that personnel files are kept up to date and archived as required.
Disclosures Service

- Act as the first point of contact for members in relation to the Disclosures’ Service.
- Respond to general written, telephone and email enquiries in an accurate and timely manner.
- Complete all administration associated with the Disclosures’ Service.
- Assist members through the AccessNI process.
- Ensure all necessary documentation is completed, recorded and stored appropriately in line with Access NI and Data Protection requirements.

General Administration

- Generate and prepare documents, letters, memos and other correspondence accurately and professionally.
- Ensure that all Finance/HR Meetings are prepared for in advance of the meeting. This includes ensuring that the room is booked, set up and refreshments are organised in advance of the meeting.
- Take and type minutes from meetings as required.
- Maintain electronic filing systems, carry out filing, photocopying and general administration on a timely basis.
- Handle incoming and outgoing finance and HR mail and telephone calls and participate in the office telephone rota as required.
- Provide cover for other finance and HR staff when necessary.
- Maintain confidentiality with all work undertaken.
- Carry out any other reasonable duties which the Line Manager(s) may feel necessary to ensure the success of the organisation and the achievement of its aim and objectives.

Other

- To represent Early Years as agreed with the Line Manager(s).
- To be committed to own and employees’ personal development and growth.
- To provide the appropriate service and to treat all stakeholders in a courteous and respectful manner.
- To demonstrate commitment to Early Years by regular attendance and the efficient completion of tasks allocated.
- To take part in and assist in the organisation of special events, outings, visits and any other activities as required.
- Be available for planning, review, support and appraisal meetings and any relevant training and staff development as required.
• To carry out all duties in compliance with Early Years Health and Safety Policy and Statutory requirements.

• To adhere to Early Years values and behaviours in all aspects of employment.

• To adhere to Early Years Equal Opportunities Policy throughout the course of employment.

• To adhere to Early Year’s Confidentiality Policy.

• To adhere to Early Years Child Protection Policy and Procedures.

• To maintain the high standards of personal accountability to ensure the ongoing confidence of the public in the staff of Early Years.

• To carry out any other duties falling reasonably within the competence and capability of the post holder.

The duties and responsibilities outlined in this Job Description are not meant to be definitive nor restrictive and may be modified to meet changing needs. It should be noted therefore that duties, designation and location of the post might be subject to change in the future to meet the changing requirements of the service.