Job Description

Job Title: Finance Administrator
Responsible to: Early Years – the organisation for young children
Reports to: Financial Services Manager
Salary Scale: NJC Scale (2021), Points 7-11 (£20,444 - £22,129) pro rata
Hours: Flexible – minimum 22.5 hours up to a maximum of 37 hours per week
Location: Early Years Headquarters, Belfast
Tenure: Permanent
Allowances: Travel Expenses will be paid according to Early Years – the organisation for young children 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 support the Financial Services Manager and the Director of Finance in the efficient and effective delivery of services within the Finance Department.

2. Key Tasks

- Maintain the day-to-day operation of the Early Years Purchases Ledger, to include (but not limited to) the following key tasks:
  - processing all invoices and credit notes, including for Sure Starts where Early Years is the accountable body, on a timely basis
  - create new customer accounts
  - allocation of shared invoices to cost centres based on approved splits
  - generating regular payment lists for approval
  - processing purchases ledger BACS payments, including matching payments to invoices
  - reconciling balances in the purchase ledger with supplier statements
  - follow up with budget-holders where purchase orders are not matched to an invoice after 30 days
  - collating supporting documentation for claims to funders.

- Monitor and record credit card transactions, including:
  - share credit card statements with card holders each month and obtain appropriate supporting documentation for all transactions
  - monitor the use of credit cards for cash withdrawals and ensure a same day transfer to the bank to avoid interest charges
  - advise credit card users if the credit card account balance, or their card, is approaching the limit.

- Prepare bank reconciliations as allocated.

- Support the Human Resources Department with the administration of disclosure services as needed.

- Provide clerical and secretarial services as required, including word processing, photocopying, filing, answering phones etc, and providing cover for other finance staff.

- Carry out any other reasonable duties which the Financial Services Manager or Director of Finance may feel necessary to ensure the success of the organisation and the achievement of its aim and objectives.

3. General

- To represent Early Years as agreed with the Line Manager.

- 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.