



Job Title: Business Administrator

Job Purpose: To provide support to all areas of the Children's Centre

Salary: £17,786

Contract: Permanent

Location: Brenty and Henbury Children's Centres

Reporting To: Business Manager

Hours of work: 37 hours (9.30-5.30 Mon-Thurs; 9.30-5.00 Fri)

Key Tasks of the role

Code and enter purchase invoices and expenses into Sage, and deal with queries from suppliers and staff. Enter payments to suppliers into Sage.

Prepare the bank reconciliation on a monthly basis, and investigate differences.

Run, check and send out invoices for parents using our nursery database, and deal with queries from parents about their bills. Send out credit control letters.

Work with the Early Years Manager to allocate childcare spaces and keep database up-to-date.

Collate childcare funding forms from parents and submit headcount and census data to Bristol City Council to ensure that we receive the correct funding.

Maintain Excel spreadsheets and databases, including Tapestry, MailChimp and Fast SMS.

Ensure all paper work is correctly filed.

End-of-day reception cover, welcoming visitors and answering and transferring phone calls.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Individual Specification

Essential

1. Maths and English to at least GCSE
2. Numerate with experience of working within a finance team
3. Good knowledge of Microsoft Office including Excel and Word
4. Good verbal communication and listening skills
5. Self-motivated with ability to take responsibility for meeting deadlines
6. Ability to use initiative to think through problems to find solutions
7. Literate with good written communication skills and ability to adapt messages to different audiences
8. Ability to check for accuracy and give attention to detail
9. Work well, with a flexible approach, within a small team

Desirable

10. Previous experience working within a childcare setting
11. Experience with Sage, or similar accounting package
12. AAT qualification, or working towards

Application information

Completed application forms must be received by: 9am, Monday 24th June 2019

Email documents to: admin@bhchildrenscentre.org.uk

Short-listed candidates will be notified on Tuesday 25th June.

Interviews to take place: Monday 1st July 2019

Ideal start date: As soon as possible

BHCC is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.

Completing your application

Candidates are asked to complete all the standard information required on the application form, addressing all of the criteria identified at application stage.

References

Two references will be required in all cases.

In accordance with Safer Recruitment references will be requested immediately after shortlisting. The offer of employment will be subject to BHCC receiving two satisfactory professional references and an enhanced DBS check.