

## CAREER DESCRIPTION

<b>Job holder:</b>	
<b>Job title:</b>	Administration & Finance Assistant
<b>Department:</b>	Corporate Services
<b>Responsible to:</b>	Director of Corporate Services
<b>Date appointed:</b>	
<b>Salary:</b>	SJC Point 22 – 25 (£20,936 - £22,887)
<b>Hours</b>	Between 7.30am & 6.30pm daily

### Key responsibilities of position:

To promote the Indigo brand and values and to ensure all systems and procedures are delivered to the highest standard, delivering on the outstanding quality of service for our stakeholders, as described in our vision.

The Admin & Finance Assistant is responsible for:

1. Post customer receipts to the sales ledger using our sage accounting system, set up customer invoices, update and maintain customer accounts, ensuring accurate recording of all information.
2. Set up new customers on sage and on our Family software programme. Prepare customer information relating to the new place, to include start date, childcare cost, payment method, payment frequency etc. Ensure parent has all financial policies relevant to the childcare place.
3. Post supplier invoices to purchase ledger using our sage accounting system, once approved by the relevant authority, make payment of invoices as per the supplier credit terms.
4. Collate weekly debtors report, managing the timely recovery of unpaid fees.
5. Record cash payments from Customers ensure customer is given a receipt from our pre numbered receipt book. Post to the sales ledger on our sage system.
6. Managing a Petty Cash system (recording payments, reimbursement and balancing petty cash account with petty cash book). Ensure a receipt is provided for reimbursement of cost. Ensure petty cash funds is replenished when needed.
7. Build solid relationships with stakeholders (internally & externally)
8. Health & Safety

### Specific responsibilities of the position:

1. build excellent relationships with our customers and their families, being supportive, caring, kind and approachable always

2. Work in collaboration with colleagues and teams

3. Ensure work tasks are completed on time and with a high level of accuracy

4. Be a good team member, supporting colleagues and the wider organisation where needed.

### **Administration**

1. Filing, answering the telephone, meeting & greeting families & visitors, setting up staff and children's files and any other admin tasks as required by the service manager.

2. To complete administrative tasks outlined by Manager of the service to the highest standard on a regular basis.

### **Training**

1. Attend regular training sessions and ensure that all mandatory requirements are met, ensuring you evaluate all training sessions and feedback to Director of Corporate Services

2. To identify personal training needs, highlighting these to the service manager at supportive supervision sessions and annual review. You will demonstrate a commitment to your own Continued Professional Development.

3. Positively support new staff members, students and work experience candidates ensuring you are a positive role model.

4. To attend regular supervisions and appraisals.

### **Parent and CYP Engagement**

1. To operate as a strong, supportive and positive role model for our parents and colleagues

2. To ensure The Indigo Group's expectations in relation to outstanding customer service are at least met if not exceeded.

3. To ensure that enrolments (new children) are carried out to the highest standard, in line with The Indigo Group Admissions procedure and that all parents, children and young people are welcomed in to the service and are given a positive experience.

### **Health and Safety**

1. Adhering to legal responsibilities and duties under *the Health and Safety at Work Act*, and requirements of SSSC in order, to take reasonable care for the health and safety of yourself, your colleagues and visitors to our services

2. To follow all Indigo Group systems and procedures, including those in Employee Handbook to ensure your own safety day to day and that of your colleagues, families and visitors

### **Other responsibilities:**

1. To collaborate with and support your team members and cover your colleagues when necessary.

2. to keep the Director of Corporate services updated on weekly debt position by running a weekly report of the debt position for your service.

3. Whilst you are not required to register with SSSC you will be familiar and will comply with SSSC Codes of Practice

4. You will attend regular team meetings include planning, development and review meetings.

<b>Measurement and performance criteria:</b>
1. Feedback from colleagues, families & visitors
2. Personal training results, i.e. achievement of accredited training.
3. Input to the organisation's ongoing progress and development in alignment with the organisations values.
<b>Relationships:</b>
Responsible for own performance.
Responsible to Director of Corporate Services
<b>Levels of authority:</b>
You will support operational decisions to ensure best practice is adhered to.
<b>Other conditions of job:</b>

<p><b>Acceptance of job description</b></p> <p><i>By signing below, the job holder accepts the above detail and acknowledges receipt of a copy of the job description. The original will be held in the job holders personnel file.</i></p> <p>Signed by manager: _____ Date: _____</p> <p>Signed by job holder: _____ Date: _____</p>
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