**Sawston Childcare Limited**

**JOB DESCRIPTION**

**Name: Amanda Wiffen Date: 18th January 2018**

**Post: Administrator**

**Main Responsibilities:**

Administrator to work 21 hours per week on a Monday, Tuesday and Wednesday 9am – 5pm with 1 hour for lunch and provide the following service to the nursery:

* Provide an efficient administrative and secretarial service to support the daily management of the nursery including brochure updates
* To take responsibility in processing bank statements on both First Steps and Sage
* Responsible for the booking of childcare places, placement register update, occupancy and contacting parents
* Responsible for issuing invoices, collecting fees and inputting relevant data to the accounting software package. To prepare and take the banking
* Responsible for the change of placement requests
* Reconciling of bank statements, credit card and maintaining the petty cash facility
* Process the nursery milk claim
* Process the nursery education funding and updating of the portal
* Take a supporting role in dealing with payroll with head of nursery
* Assist the company secretary in managing the nursery budget by undertaking delegated administration tasks on Sage
* Assist the company secretary with the end of year finances and audit
* Any other relevant duties determined by the employer from time to time

Employee Signature ………………………………….Date…………………..

Managers Signature ………………………………….Date…………………..