

## **SCOTTISH CHILDMINDING ASSOCIATION JOB DESCRIPTION**

**JOB TITLE:** FINANCE CO-ORDINATOR (Workforce)

**LOCATION:** Office / Home based  
Initial funding is to March 2025, taking us to the end of year one - this is part of a 3-year proposal with funding confirmation received on an annual basis.

**HOURS:** Part time 18 hours per week. Hours to be flexibly arranged to provide for occasional Saturday and evening work. Some overnight stays away from home. Time off in lieu may be taken for any extra hours worked. No overtime payments are possible.

**GRADE:** AP3 pt 23-26

**ACCOUNTABLE TO:** Finance Manager

### **JOB PURPOSE**

To contribute to the operational management and delivery of the organisations finance function for SCMA's planned workforce retention & recruitment model Programme for Scotland's Childminding Future (PSCF).

### **KEY RESPONSIBILITIES:**

To assist with providing financial support to the PSCF Programme in line with the overall organisations finance procedures. To provide effective, efficient, and accurate financial and administrative support to the PSCF Programme and work collaboratively with SCMA colleagues.

### **KEY TASKS:**

- Plan, organise and manage own workload to ensure PSCF finance functions are achieved.
- Assist with bookkeeping using Sage Line 50 for our PSCF Programme.
- Responsible for the preparation and dispatch of PSCF invoices, recording and monitoring all programme income.
- Responsible for monitoring and analysing the income and expenditure and presenting this to the Finance Team, Senior Operations Manager and Workforce Managers.
- Responsible for preparing the monthly service charges including administration/management fees for the programme.
- Assisting with the monthly service budget report and presenting this to the Finance Team and PSCF Managers.
- Meet regularly with the Finance Manager and Senior Operations Manager to monitor and control budgets.
- Participate in regular Workforce Team Meetings as required.
- Assist with the preparation of PSCF budgets and financial reports.
- Preparing and coordinating childminder/supplier payments for individual projects.
- Assist with the financial reconciliation of our projects within the overall programme.
- Responsible for ensuring that the programme finance files are kept up to date throughout the year and for our annual audit.
- Meet regularly with your Line Manager for support, supervision, and annual appraisal.
- Read the Health and Safety document and be aware of the health and safety of yourself, your colleagues and visitors to the office.

- Work at all times in a manner consistent with SCMA's policies and procedures.
- Take responsibility for your own personal development and contribute to in the organisation's 'Engaging in Our People' approach.
- Responding positively to changing business needs may require you to carry out other mutually agreed tasks that are necessary to fulfil the job purpose.

## **PERSON SPECIFICATION**

### **Essential**

High Standard of Education/Qualifications

## **CAREER EXPERIENCE**

### **Essential**

Proven ability in providing financial administrative assistance and working as part of a team.

Proven ability in organising information, prioritising work and forward planning

Experience of the use of computers including Sage Line 50 package.

Recording and analysing statistical/financial information

## **KNOWLEDGE**

### **Essential**

Microsoft software computer packages

### **Desirable**

Relevant childcare and voluntary sectors networks in Scotland and the UK.

## **SKILLS**

### **Essential**

Excellent IT and administrative skills.

Good humoured, tactful, and self-reliant.

Strong organisational and time management skills.

Excellent communication and interpersonal skills

Ability to keep confidential information.

Methodical and able to plan and manage workload.

Ability to work under pressure and to deadlines.

High standard of written and oral communication.

Good organisational skills including the storage of information and time management.

Excellent customer service skills.

Ability to work on own initiative and as part of a team.

### **Desirable**

Willingness to develop computer skills

## **PERSONAL CIRCUMSTANCE**

Ability to work flexible hours. There may be an occasional requirement to work on Saturdays or be away from home overnight.