



## Finance Admin Assistant - Whitchurch on Thames Pre-School

Home-based | Flexible - 30-35 hours per month | £10-12/hr | start date ASAP

### About the role

If words like balance sheet, payroll and cash flow don't send you to sleep and you get a kick out of bringing order to finance and administration, then this role could be for you.

You will play a vital role in ensuring the financial success of this thriving setting. Supporting the treasurer with a variety of financial aspects, you will be working with a friendly team comprising dedicated, parent volunteers of the committee and brilliant, childcare experts at the Pre-School.

It is a flexible, part-time role. Whilst there is a weekly and monthly cadence many of the responsibilities are not time or day specific, so you can do much of the work when it suits you.

### Your key qualities

You do not need to be an accountant to take on this role. Your ability to work independently combined with a strong team ethic are what is valued. Your attention to detail and organisational skills are your assets, that make you a whizz with numbers and the administration tasks. You will need your own computer with Excel and Word and be comfortable using both.

### What you will be working on

**Financial Reporting:** cash flow forecasting, collating information for annual budget, bank reconciliation, year-end filing and treasury reports

**Income:** invoicing and credit control, funding claims and grant applications, banking

**Expenditure:** petty cash reconciliation, staff payroll and expenses, supplier payments, bank mandates

**Financial Management:** record keeping of all transactions for annual audit and Charity Commission annual return, review and management of utility contracts

Are you interested in learning more and considering throwing your hat in the ring?

Just call or e-mail Caroline Cresswell for an informal chat (no need for a CV): 07887 755310 / [caroline.cresswell77@gmail.com](mailto:caroline.cresswell77@gmail.com)

Whitchurch Pre-school Group, Eastfield Lane, Whitchurch-on-Thames, RG8 7DF  
Tel: 0118 984 4516 Email: [whitchurchpreschool@me.com](mailto:whitchurchpreschool@me.com)