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**JOB DESCRIPTION**

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| **Post:** | Finance & Business Team Leader |
| **Responsible to:** | Finance & Business Manager | **Responsible for:** | Team Staff  |
| **Purpose of Job:** * To assist the Finance & Business Manager with the day to day management of the Finance and Business Department.
* To manage the administration services on behalf of the organisation
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| **Major Tasks/Job Activities:*** To be responsible for the support & supervision and personal development planning of staff within the Finance & Business Team as required. To identify staff training needs in consultation with the Finance & Business Manager.
* Manage shift patterns across the department, ensuring the required staffing levels are maintained at all times.
* To lead by example through involvement in the daily work tasks and other relevant practical and operational tasks.
* To help promote a positive image of North Edinburgh Childcare within the local community.
* To keep the Finance & Business Manager informed of any problems or issues relating to the service.
* To keep the Finance & Business Manager fully appraised of all work situations within the Childcare Centre and other provisions across the city.
* To liaise with other professionals as appropriate.
* Maintain manual and computerised systems for recording and reporting personnel matters, including personnel and training files/records, monthly SSSC checks, yearly details checks, etc.
* Take the support role in developing, monitoring and updating personnel policies and procedures with direction from senior managers.
* Maintain accurate records of staff attendance, absence, holidays and sick leave – reporting issues to the relevant line manager, Finance & Business Manager and/or General Manager as appropriate.
* Advise the Finance & Business Manager of any relevant personnel issues.
* Take advice from the Finance & Business Manager and external sources as directed and as appropriate on issues relating to employment law.
* Act as a source of reference for line managers, calling upon external advice when required.
* Ensure that the Finance & Business Manager is fully informed of all Customer Service related incidents from Reception, Finance, Catering, Cleaning, Maintenance and Health & Safety, along with any other parts of the Department or organisation.
* Prepare payroll information for timeous submission to third party payroll services bureau.
* Process monthly bank reconciliations for multiple bank accounts across both organisations of the charity
* Keep all reporting up-to-date across all areas of the department to ensure that the Finance & Business Manager is kept appraised of all aspects of operations, finance, and credit control so that they can progress with their overarching responsibilities to the Directors of the charity.
* Support the Finance & Business Manager in the co-ordination of all staff recruitment and selection drawing up job adverts with the relevant line manager, to obtaining appropriate recruitment checks and employer references prior to formal job offer.
* Ensure that the organisation meets its requirements under the Data Protection Act/GDPR, and that all stored data is secure including electronic and manual archiving.
* Take responsibility for identifying and planning how to meet personal development needs, in conjunction with the Finance & Business Manager.
* Comply with all organisational policies and procedures.
* In conjunction with the Finance & Business Manager, assist with the co-ordination of the Health & Safety and Maintenance of the premises and ensure interactions with all contractors coming to site are seamless at every stage.
* Provide cover within all areas of the Finance & Business Team as appropriate.
* Provide induction training and continued on the job training to staff within the Department.
* Act as HR for minute taking during meetings as and when necessary.
* To assist the Finance Team with any finance related queries and provide in-depth feedback to the Finance & Business Manager at every stage in relation to all finance matters.
* To assist the Finance & Business Manager with any purchasing requirements, checking off purchase invoices and supplier queries that may arise.
* Liaise with the Chef and Finance & Business Manager on any menu related queries/amendments.
* To carry out any other reasonable duties as required.
* In the absence of the Finance & Business Manager, to take responsibility for contacting and reporting to another Senior Manager, giving details of any given situation. To then relay any instruction or course of action to be taken back to appropriate member of staff and to also support and oversee final implementation.
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| **Qualifications and Training:** * HNC in Management or equivalent as a minimum with evidence of continuous professional development.
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| **Minimum Experience**:1. Full Microsoft Office Suite/Microsoft365
2. Must have significant staff management experience including supervision and performance management – 5 years minimum.
3. A minimum of 5 years experience in a generalist personnel role.
4. A minimum of 5 years experience in a finance post.
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