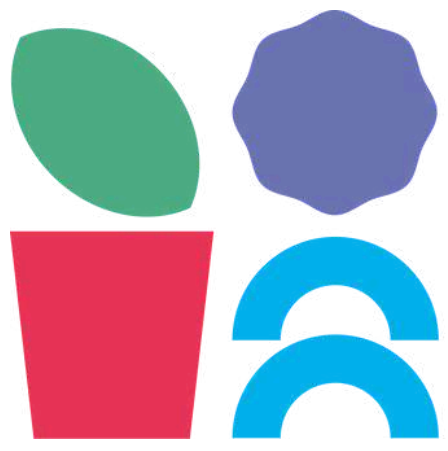




**Clybiau
Plant Cymru
Kids' Clubs**

FA/1225

FINANCE ASSISTANT

Application Pack

**TO ACCESS THIS PACK IN
WELSH, CLICK HERE**

A company limited by guarantee 4296436
Registered Charity 1093260 Working in partnership with:



ABOUT US

Clybiau Plant Cymru Kids' Clubs is the national organisation for Out of School Childcare Clubs in Wales.

Our vision is a Wales where children play, and communities prosper.

Our mission is to be the voice of Out of School Childcare Clubs in Wales, supporting children's right to play and quality childcare that is sustainable, affordable and meets the needs of children, their families and communities.

For further information on our values and strategic goals for Out of School Clubs, click [here](#).

Out of School Childcare Clubs run either side of the school day and during holidays, enabling parents/carers to return to work or training and children to enjoy a play focused, quality provision staffed by qualified Playworkers. There are over 1500 Welsh, English and bilingual Breakfast, After School and Holiday Clubs across Wales.

As a registered charity, a voluntary Board of Trustees or Directors make the policy decisions of Clybiau Plant Cymru Kids' Clubs. These people are elected annually and are drawn from Out of School Childcare Clubs across Wales.

We provide childcare business support and training:

Childcare Business Support

We can help individuals, schools, existing childcare providers, committee members and others set up and support existing childcare businesses.

Training

We have been training the Out of School Childcare sector for over 20 years to develop a professional workforce that embraces and supports children's self-directed play.

We provide Playwork qualifications (NCFE CACHE, the awarding body for qualifications, rate us as excellent), Continuing Professional Development and a range of play-based activity workshops. See our latest training events and directory [here](#).

BENEFITS OF WORKING WITH US

Experience the Clybiau Plant Cymru Kids' Clubs difference

Impact that Matters:

Experience the true joy of making a lasting impact on young lives. At Clybiau Plant Cymru Kids' Clubs, you'll be part of a team that's creating a Wales where children play, and communities prosper.

Your Time to Unwind:

Enjoy a well-deserved break with our generous holiday package. We believe in work-life balance, ensuring you have the time to recharge and enjoy life beyond the workplace.

Flexibility that Fits:

We understand life's demands. Embrace a fulfilling career while enjoying the flexibility you need with our TOIL scheme and agile working. Your well-being matters, and we're here to support your journey.

Unleash Your Potential:

Unlock a world of growth through our comprehensive training and development programs. At Clybiau Plant Cymru Kids' Clubs, we invest in your skills, ensuring you reach your highest potential.



Staff Survey 2024

100 % AGREED
I feel encouraged to come up with new and better ways of doing things

100 % AGREED
My job makes good use of my skills and abilities

100 % AGREED
I am encouraged to do my best

100 % AGREED
The organisation visibly demonstrates a commitment to quality

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REGISTERED CHARITY/ELUSEN GOFRESTREDIG: 1093260
COMPANY LIMITED BY GUARANTEE/CWMNI CYFYNGEDIG
TRWY WARRANT: 4296436



BENEFITS OF WORKING WITH US

For your wellbeing

Flexible working arrangements, hybrid working, training and development opportunities as well access to our Wellbeing Hub and Mental Health Champions, monthly supervision meetings with your line manager and yearly appraisals.

For your health

28 days holiday pro rata plus public holidays (pro-rata for part-time working) plus additional perks based on length of service that become available on 3 years' service and 5 years service which include additional annual leave days and access to Perkbox. We also provide corporate health cover through Simply Health whereby after a six-month probationary period, employees who are confirmed in post receive Simply Health Cover – free of charge – and the option to pay for additional cover for spouse / partner and children.

For your financial security

Clybiau Plant Cymru Kids' Clubs operates a stakeholder pension scheme in conjunction with Aviva. Employees may, subject to certain eligibility criteria, join the pension scheme. Eligible employees will receive a pension contribution of 6% from Clybiau Plant Cymru Kids' Clubs, provided the employee contributes 2% of their gross basic salary, into the scheme, enhanced maternity pay, paternity leave and adoption leave. A mileage allowance is payable when on Clybiau Plant Cymru Kids' Clubs business. Out of pocket expenses incurred while on Clybiau Plant Cymru Kids' Clubs business are also paid for subsistence and travel, within a limit. Expenses are paid monthly in arrears.



WHAT IS IT LIKE TO WORK FOR CLYBIAU PLANT CYMRU KIDS' CLUBS?



“

I find the agile working agreement along with the TOIL system fits well with my commitments and really gives me a good work life balance. I find my role rewarding and enjoy being part of a team that all pulls together.

”

“

I really enjoy working for Clybiau Plant Cymru Kids' Clubs, the team are all friendly and great to work with. I enjoy my role as a Childcare Business Development Officer supporting governance, sustainability and quality in Out of School Childcare clubs, as my work is very varied and no two days are the same. I get real pleasure from supporting the sector, as well as knowing that I'm making a difference to give children quality, sustainable childcare and play experiences in Out of School Childcare Clubs.



”



“

As a new member of the team i have been welcomed with open arms and feel like the part of the team having only been here a short period of time. It's a lovely, busy place to work and everyone has been very friendly and supportive.

”

THE ROLE OF THE FINANCE ASSISTANT

Clybiau Plant Cymru Kids' Clubs wishes to appoint a part time (18.5 hours) Finance Assistant, to be based in our Cardiff office with an agile working agreement in place. (50:50 split of working from home and office)

The salary of £21,575 pro rata (£23,500 upon confirmation in post) is based on a 37-hour week, payable monthly by credit transfer. There are 28 days holiday pro rata plus public holidays. The holiday year runs from 1 September to 31 August.

The successful candidate will be required to have an Association of Accounting Technicians (AAT) L2 and willingness to progress to L3. The post will require a flexible approach to work, and the ability to absorb the knowledge of working with numerous budgets.

The post is based in our office in Llanishen, although an agile working policy is in place, and there will be a requirement for the successful candidate to attend training once a week.

The Finance Assistant's main responsibilities are listed in the evaluation criteria but will need a knowledge of both Sage and Windows including Word, Excel, Access & be willing to learn about and use new software packages. The ability to enter data into the computer with accuracy and someone who has great attention to detail, and an ability to check their own work will be required. Data input and analysis will be a major feature of this position, and applicants with experience with these skills will be welcomed.

The successful candidate will also be involved in maintaining filing systems and assisting with reports and evidencing claims within agreed timescales.

The successful candidate will need to be able to fit into the current team. They should have a flexible approach to work and be able to adapt to varying pressures, deadlines and workloads. We are seeking to employ an individual who is keen to learn and fulfil their potential by developing to meet the detail set out in the evaluation criteria. We will work with the individual to understand the requirements of the role, to learn through their studies supported by knowledge achieved in the workplace and keen for this person to grow with the team and organisation.

All employees play a vital role in furthering the strategic plan of the organisation.

If you are keen to join our team and have initiative, enthusiasm and drive and are flexible in your approach to work, we look forward to receiving your application.

All offers of employment are subject to satisfactory reference, and a six-month probationary period.

A DBS Check will be required, cost will be met by Clybiau Plant Cymru Kids' Clubs.

JOB DESCRIPTION

Job Title

Finance Assistant

Location

Office based in Llanishen, Cardiff, but with agile working policy in place. (50:50)

Hours of Work

18.5 per week (Monday – Friday)

Responsible To

Senior Finance Assistant

Pay Scale

£21,575 pro rata (£23,500 upon successful confirmation in post, normally after 6 months)

KEY TASKS AND RESPONSIBILITIES

- 1.To assist in the day to day running of the organisation's Sales, Purchase and Nominal Ledger using Sage bookkeeping system.
- 2.Assist in the maintenance of information of the Finances of the Organisation.
- 3.Input information to track grants and funding using Access databases.
- 4.Use computer programmes including Sage, MS Word, Excel and Access.
- 5.To administer timesheets, expenses and annual leave applications
- 6.Use a range of skills to communicate efficiently and effectively to support staff within the organisation.

KEY SKILLS & EXPERIENCE

Essential

- An aptitude for numeracy
- A willingness to learn and progress to a Level 3 AAT or equivalent
- Good IT skills, including Microsoft Office applications including Outlook, Word and a knowledge of spreadsheet applications
- Good data entry skills and attention to detail
- Ability to meet deadlines
- Ability to work alone and as part of a team
- A commitment to excellence, quality and equality of opportunity
- Good interpersonal and organisational skills, with the ability to prioritise own work.
- A professional telephone manner, good written and verbal communication skills and a flexible attitude that can adapt to the varying requirements of a dynamic and busy office. Discretion and confidentiality in handling personal details is also essential.
- Ability to follow oral and written instructions
- Willingness to undertake a variety of different tasks

Desirable

- Knowledge of database applications
- Good problem-solving skills
- Welsh speaker or willingness to learn
- A willingness to undertake further training as required

EVALUATION CRITERIA

OBJECTIVE 1.

To assist in the day to day running of the organisation's Sales, Purchase and Nominal Ledger using Sage bookkeeping system.

PERFORMANCE CRITERIA

- To assist the Senior Finance Assistant with data entry into Sage and Excel and Access as required.
- To ensure that all paperwork is accurately filed in a timely manner.
- To provide support to the Finance Team and gain an understanding of their role in order to cover annual leave and sickness.
- Enter purchase invoices in to Sage accounting system.
- To raise Sales invoices and ensure that the correct authorisations are obtained.
- Draft correspondence, memos and other materials as required and use a photocopier for the reproduction of documents.
- To assist with the production of scanned and photocopied evidence for grant claims.
- Contribute to the review and development of administrative and financial systems and processes by suggesting improvements and working with team members to improve efficiency and effectiveness of all processes.
- To accurately input data into a computer and to be able to assist with analysis of the data and produce reports.

OBJECTIVE 2.

Assist in the maintenance of information of the Finances of the Organisation.

PERFORMANCE CRITERIA

- Assist with the preparation and review of Employee expenses and record on the nominal ledger, ensuring that they are allocated to the correct nominal codes and departments.
- Assist with the preparation of journals as necessary.
- Assist with the maintenance and recording of all office costs and calculate the value of the hourly rate for use across projects.
- Maintain an accurate record of stock prices.
- Assist with the maintenance of Fixed Asset records.

EVALUATION CRITERIA

OBJECTIVE 3.

Input information to track grants and funding using Access databases.

PERFORMANCE CRITERIA

- Assist with the recording and reporting of grants information, including monitoring, using Access databases. Ensuring that grant recipients are paid instalments in a timely manner.
- Communicate with staff information in relation to these grants.

OBJECTIVE 4.

Use computer programmes including Sage, MS Word, Excel and Access.

PERFORMANCE CRITERIA

- Efficient IT skills, showing competency in using SAGE, WORD, EXCEL, ACCESS, OUTLOOK and Internet and a willingness to learn how to use other software packages.
- Experience of managing data and working with databases.
- To check data that has been input and correct errors as necessary. Update data when required. Accurate data input skills and a keen eye for detail required.

EVALUATION CRITERIA

OBJECTIVE 5.

To administer timesheets, expenses and annual leave applications.

PERFORMANCE CRITERIA

- To assist with the verification of data input from Timesheet, Annual Leave and expenses apps.
- To ensure that records are correctly maintained.

OBJECTIVE 6.

Use a range of skills to communicate efficiently and effectively to support staff within the organisation.

PERFORMANCE CRITERIA

- To make and receive telephone calls from suppliers, customers and staff and respond or take appropriate messages.
- To deal with enquiries and requests from internal staff and external bodies in a professional and efficient manner.
- To send outgoing mail.

HOW TO APPLY

Offers of employment are subject to satisfactory references, identity checks and DBS checks (if eligible) at the appropriate level.

[PLEASE COMPLETE THE ELECTRONIC APPLICATION HERE](#)

[PLEASE COMPLETE THE EQUAL OPPORTUNITIES MONITORING FORM HERE](#)

We know that interviews can be a daunting experience. If you are shortlisted, we want to put you at ease by:

- Offering the opportunity to speak with a member of the team before the interview to chat.
- Committing to fully understanding any additional needs and/or any access requirements you may have and putting any necessary requirements in place within good time.
- Sharing the format of the interview and what will be expected of you beforehand, so that you can be well prepared, and feel more in control and comfortable, which will also help us to get the best out of you.
- Ensuring an interview panel that is representative of candidates.

We want the experience to be a pleasant one that you will reflect on positively regardless of the outcome. We very much look forward to reading about you, to get to know you further.

We will keep you in the know! Whether you are successful or not at each stage of shortlisting we will be in touch with next steps and are happy to offer you feedback on your application/interview.

The key dates:

- Deadline for applications – 01/12/2025
- Invite candidates to interview – By 05/12/2025
- Interviews will take place week commencing 08/12/2025

For assistance with your application or to discuss the recruitment process you can contact our friendly Senior General Administrator Becci.



02920 741000



recruitment@clybiauplantcymru.org



Clybiau Plant Cymru Kids' Clubs exists to help communities in Wales by promoting, developing and supporting quality, affordable, accessible out of school childcare clubs.

We are a Wales wide organisation that helps set up, develop and support out of school childcare clubs. We help clubs or prospective clubs to apply for funding and we train and support club staff during the set up and subsequent running of the club.

GOOD LUCK WITH YOUR APPLICATION!

www.clybiauplantcymru.org