YMCA CHESHIRE

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EARLY YEARS FINANCE ADMINISTRATOR

Candidate Pack

September 2026

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Welcome

Thank you for your interest in the Early Years Finance Administrator position at GLO Childcare and Education, part of YMCA Cheshire.

YMCA Cheshire is excited to be opening a new 79-place childcare setting in Crewe. GLO Childcare and Education will provide high-quality childcare and education for children aged 3 months to 5 years, giving them the best start in life. Guided by our family work approach, we place the child and family at the heart of everything we do.

As the Early Years Finance Administrator, you will support the day-to-day running of the room at GLO Childcare and Education, at the Apollo Campus in Crewe, reporting to the Childcare Manager. You will provide robust financial and administrative support to GLO Childcare and Education, contributing to the overall efficiency and effectiveness.

The full job description is on pages 8 - 9 of this document.
Key tasks include:

- Providing robust financial and administrative support to GLO Childcare and Education, ensuring the day-to-day provision runs efficiently and effectively.
- Maintaining the Childcare Management System, registering families and updating information as necessary.
- Providing general office and administrative support to the Childcare Manager, including answering the phone, photocopying, scanning, collating, recording, and filing documents, and maintaining accurate records in line with Ofsted and GDPR requirements.

There is also a person specification on pages 10 - 12 — we are looking for someone who:

- Believes that robust financial and administrative support is necessary for delivering a quality childcare provision.
- Is meticulous and committed to accuracy in everything from invoicing to record-keeping.
- Is a reliable, organised presence that the team can depend on.
- Prioritises efficient systems and processes.
- Takes pride in getting the details right, however small, knowing they matter to the families and the wider provision.

The post holder will report directly to the Childcare Manager.
This is a part-time post, working 15 hours per week over 3 or 5 days (personal preference). Days to be agreed and the same each week. Term time (40 weeks).
We are passionate and enthusiastic about our work and love an energetic "can do" attitude in staff!
Details about how to apply are at the end of this pack.
If you would like to discuss the role further, please do not hesitate to contact me.
Please read this pack carefully, complete the application form, and return it by 12.00 pm on Wednesday 28th October 2026.

Vicky Cairney

Vicky Cairney
Strategic Lead for Childcare
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About Us

There has been a YMCA in Crewe since 1909, when an invitation went out in Crewe Chronicle inviting young men to meet some “jolly good fellows”!

Today the YMCA welcomes people of all ages, all genders, all faiths, all races, all back grounds.

We have an asset-based, advantaged-thinking approach to all our work; we focus on strengths and view diversity of thought, culture, experience and traits as positive assets.

We have a number of different services in Crewe.

- We believe everyone should have a **safe place to stay**. Our aim is to provide a wide range of housing options to those who have experienced homelessness, designed to suit their individual needs. We have a variety of accommodation at our projects on Gresty Road and Valley Brook, as well as some flats and houses in the local community.

- We work with **young people** who arrive in the UK unaccompanied and seeking asylum; this team also works with young people who are leaving the care system.

- We have a growing number of services in Crewe for **children and families**, including After School Clubs, Drop Ins for parents and carers and holiday villages.

- We offer **mental health first aid** training to staff and volunteers.

- Our services are supported by our **three social enterprises**, the GLO Café, GLO Hub and GLO Maintenance.

Our Values

We believe that everyone has unique potential and skills to be explored and developed.
We will embed this belief in our work with service users, staff and volunteers.

We believe that a 'can do' approach is critical for facilitating change in people's lives.
We will foster and nurture this attitude in our work with service users, staff and volunteers.

We believe in the Christian basis and mission of the YMCA.
We will seek to exemplify and embed Christian ethos in our organisational practice in all we do.

Our Vision

Better lives and better futures for individuals and communities

- by beginning the end of the homeless experience, one person at a time
- by working with the talents of people making transitions to independence
- by engaging and supporting children and families and staying connected in the places they live

Our Mission

YMCA Cheshire is a Christian charity that responds to local need by creatively investing in the lives of individuals and the community through all our projects, including housing, learning, family support and working with children.

Our Faith

Our faith underpins all our work and motivates us to sustain a Christian mission than is socially active.

Working at YMCA Cheshire

YMCA Cheshire currently has just over 100 staff, 30 volunteers and 7 trustees.

We are an organisation that embraces a culture where our Christian based core values are at the heart of all we do.

We are committed to creating a workplace where all employees are given the opportunity to reach their full potential, feel valued and work effectively to achieve our goals.

We aspire to establish a workforce which reflects the diversity of the wider community.

We have a comprehensive health and wellbeing programme to support a healthy mind, body and spirit.

The programme includes:

Job Description (Page 1)

Job Purpose

· To provide robust financial and administrative support to GLO Childcare and Education, contributing to the overall day-to-day efficiency and effectiveness of the provision.

Main Tasks

The postholder will:

· Maintain the Childcare Management System, registering families and updating information as necessary.

· Provide general office duties which include answering the phone, photocopying, scanning, and filing.

· Provide administration support to the Childcare Managers, collating, recording and filing documents.

· To contribute to communications, encouraging and developing a team environment.

· Attend regular team meetings.

· Promote cooperative working and networking between GLO Childcare and Education and other areas of YMCA Cheshire's work.

· Raise monthly sales invoices using the Childcare Management System, ensuring prompt payment and effective management when payment is not made.

· To liaise with parents and third parties in regard to invoices and dealing with account queries.

· Provide efficient administration, collect and process required data and maintain appropriate records for Ofsted and GDPR standards.

· Work towards and achieve agreed quality assurance schemes.

· Ensure excellent customer service is provided, and queries or complaints are dealt with in line with organisation policy.

Job Description (Page 2)

Other Tasks & Responsibilities

· To carry out other tasks within the post holder's capabilities as directed by your line manager.
· A commitment to Safeguarding and promoting the welfare of children, young people and adults at risk.
· A commitment to the Data Protection Regulations and relevant policies and procedures.
· To support YMCA Cheshire in implementing quality and continuous improvement through quality assurance systems relevant to the organisation and delivery area.
· Undertake core and relevant training to enhance personal and professional development.
· To work within YMCA Cheshire's policies and procedures with regard to health and safety, equality, diversity & inclusion, safeguarding, data protection and confidentiality.
· Understand personal responsibility under the Health & Safety at Work Act 1974, including fire safety.
· Be supportive of the Mission and Vision of YMCA Cheshire
· Understand, embrace and promote the values of the Association, for example:

We believe that each person has unique potential and skills to be explored and developed.
-We will embed this belief in our work with service users, staff and volunteers.

We believe that a 'can do' approach is critical for facilitating change in the lives of service users.
-We will foster and nurture this attitude in our work with service users, staff and volunteers.

We believe in the Christian basis and mission of the YMCA.
-We will seek to exemplify and embed a Christian ethos in our organisational practice in all we do

Person Specification

Requirement	Essential	Desirable	Method of Assessment
Qualifications			
EDCL or equivalent		*	Application
Level 2 qualification in Accounting		*	Application
Aptitudes and skills:			
Good verbal and written communication skills	*		Application/ Interview
Good literacy and numeracy skills required to undertake the duties of this role	*		Application/ Interview
Good organisational skills	*		Application/ Interview
Ability to input data accurately	*		Application/ Interview
Able to exercise close attention to detail and maintain accuracy levels	*		Application/ Interview
Able to present self and work effectively	*		Application/ Interview
Able to work alone and in a team, with good interpersonal skills	*		Interview
Able to set priorities, manage own progress and complete demands	*		Interview

Person Specification continued

Able to communicate with a wide range of staff and external contacts	*		Interview
Good time management and an ability to prioritise	*		Interview
Fast and accurate skills in Microsoft packages e.g. Microsoft 365 and databases	*		Interview
Experience:			
Accountancy experience	*		Application/ Interview
Experience of processing EYF claims using the Provider Portal systems.		*	Application/ Interview
At least two years general office experience, including setting up and maintaining office systems	*		Application/ Interview
Personal qualities:			
Supportive of the Mission, Vision and Values of YMCA Cheshire	*		Interview
Have personal and professional integrity	*		Interview
Able to work under pressure and work extended hours if required	*		Interview
Be able to work on own initiative	*		Interview
Understand and respect the principles of confidentiality	*		Interview

Person Specification continued

Physical health:			
Able to meet the demands of the post with or without reasonable adjustment	*		Interview
Equality, Diversity and Inclusion:			
An understanding of equal opportunities issues	*		Interview
Commitment to Equal Opportunities legislation and an understanding of and commitment to working within the principles of diversity and inclusion	*		Interview

Key Employment Terms

- 15 hours per week, over 3 or 5 days a week (personal preference). Days to be agreed and the same each week. Term time (40 weeks).
- Salary £9,387.49 per annum (inclusive of holiday pay) (£13.78 per hour)
- Permanent contract
- Responsible to the Childcare Manager
- **This role is subject to the successful opening of the setting and subsequent resulting Ofsted registration**
- Company sick pay
- Pension contribution
- 4 x Life Assurance
- Health Assured Employee Assistance Programme
- Health Cash Back Plan

YMCA Cheshire is committed to the active promotion of equal opportunity, both in the provision of services and as an employer of paid and unpaid workers.

YMCA Cheshire is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Any offer of employment will be subject to satisfactory references and Enhanced DBS check.

How To Apply

The closing date for applications: 12.00 pm on Wednesday 28th October 2026
These should be submitted via our website YMCA Cheshire vacancies
https://ymcacheshire.org.uk/ymca-vacancies/
Shortlisting to take place: 29th October 2026
Interviews to take place: 5th November 2026
Start Date: 1st December