



Woodcote After School Club

Job Vacancy

Location:	Home based but required to visit Woodcote Primary School on a weekly basis
Position:	Finance and administration assistant
Contract:	Flexible: estimated as 10-15 hours per month (variable)
Salary:	£12.50 per hour
Closing Date:	16 th August 2025
Start date:	1 st September 2025
Qualifications:	Candidates should hold a GCSE in Maths and English (or equivalent) and have experience of administration and/or financial activities. Full training will be provided.

A vacancy has become available to provide financial and administration support to Woodcote After School Club, managing day to day income and expenditure, documentation and communications with the committee treasurer. The roles responsibilities include:

- Monitoring and processing attendance records, creating invoices and invoicing parents and carers half termly, following up on any missed/late payments.
- Managing the payroll for the club using daily attendance information with an outsourced payroll supplier, and providing all bank transfers for approval.
- Checking and chasing invoices for third party payments.
- Managing mailing list of club members and monitoring email communications to the club daily
- Sending communications on behalf of the club
- Collating responses from parents and carers for forthcoming termly attendance via email.
- Managing club records and paperwork in line with GDPR and Data management requirements.
- Collating income and expenditure information for the club treasurer on a regular basis.
- Supporting the committee of volunteers with any other administration and financial queries.
- Suggesting and implementing improvements in efficiency and ways of working

Woodcote After School Club (ASC) is a busy, popular, friendly and welcoming club for children aged 4-11; providing afterschool childcare until 6:00 pm. It ensures a safe, fun and entertaining environment by organising a wide variety of games and activities.

ASC is registered charity supported by a committee of volunteers.

If interested, please request an application pack including full job description by emailing woodcoteasc@hotmail.co.uk or text 07929 432217 with any questions.

Safer Recruitment: Woodcote After School Club is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

- An enhanced DBS check will be required for all staff
- Barred list checks will be required for those working in regulated activity
- It's an offense to seek employment in regulated activity if you're on a barred list
- Shortlisted candidates will be asked to provide a self-declaration of their criminal record or information that would make them unsuitable for the position