

**Candidate Recruitment Pack:
Early Years Finance and Admission Administrator**





A Warm welcome from Home-Start Greenwich

We are currently recruiting passionate, innovative, imaginative Early Years Finance and Admission Administrator to join our inspiring team, who are united in creating a modern early-year setting that excites the children and gives them the freedom to play and grow as independent learners.

Here at Home-Start Greenwich, our enchanting play spaces embrace the wonders of loose parts play alongside our expansive outdoor area. Complete with Forest School, perfect for active children's exploration and learning. You will be an integral part of our Early Years team, setting the stage for curiosity and exploration, both indoors and outdoors.

You will be part of a team that takes pride in creating a nurturing environment that caters to all children's needs and acknowledges the diversity of each child's background, culture, and disabilities. At Home-Start Greenwich, people, passion, and ambition are at the heart of everything we do, if you want to inspire, motivate, and challenge children to be the best they can be, why not join our team?

About Us

Home-Start Greenwich is an independent charity affiliated to Home-Start UK. We have been delivering in the Royal Borough of Greenwich for over 30 years!

We provide support to families and their children, around health, parenting and general well-being. We help families to access specialist services. We support parents as they grow in confidence, we help them to strengthen their relationships with their children and to widen their links with the local community.

Our staff and volunteers work hard to transform the life chances for children and families, as well as helping to provide welcoming, targeted and universal services to ensure the health and wellbeing of families and development of children. We are committed to high quality staff and volunteer led activities, to deliver an exciting range of services that help parents to build better lives for their children.

What We Do

To achieve our vision, we provide the following services:

- 1:1 Home-Visiting Service, delivered by volunteers offering weekly support to families in their own homes and into the community.
- Good quality childcare and early education through the running of nursery provision.
- Family Groups – facilitated by our Family Group Facilitator for particularly vulnerable and isolated families.
- Embedded volunteering and workforce development opportunities across our organisation.
- Children's Centre services, including a wide range of effective and creative services:
 - ❖ Employability & Training, Health & Social Care, Childcare, Food & Nutrition
 - ❖ Health & Well-being
 - ❖ Quality Play & Early Education Opportunities
 - ❖ Family Support
 - ❖ Quality Childcare

Our Mission Statement

Home-Start Greenwich exists to see a society in which every parent has the support they need to give their children the best possible start in life.

As a community network of trained volunteers and expert support, we are dedicated to the provision of inclusive services that enable confident and positive parenting and fulfil each family's potential.

We are here for families when they need us most



About The Role

Job title:	Early Years Finance and Admissions Administrator
Reporting to:	Head of Early Years
Location:	Eglinton Children Centre (this role may, however, be required to work across all Home-Start Greenwich (HSG) sites at short notice)
Staffing:	None
Hours:	Permanent, Part Time (28 hours per week, 52 weeks)
Salary:	£27,500. per annum
Closing Date:	21 August 2026

Job Purpose

To provide high-quality, timely, and accurate financial and administrative support across Early Years provision, ensuring effective management of funding, admissions and associated processes. The role works collaboratively with the Head of Early Years, Early Years Manager, Nursery Managers and members of the Early Years and finance team to support the smooth day-to-day operation of services

Key Accountabilities

Finance and Funding

- Maintain accurate financial records for all settings, with a primary focus on parent fee income and Local Authority headcount and Early Years funding
- Support finance officer with monthly invoices, administration and collection of monthly direct debits, administration and submission of student finance and other relevant claims.
- Monitor, reconcile, and manage parent payments for nursery fees using the agreed finance and nursery management systems
- Manage Early Years Credit control and monitor monthly Debtor Reports
- Review and monitor Early Years budget reports
- Prepare, submit, and monitor Early Years headcount funding via the Local Authority funding portal
- Support the Head of Early Years with audits, financial reconciliations, and year-end processes
- Secure and support funding opportunities and monitoring

Admissions Support

- Process Early Years applications for all Home-Start Greenwich Early Years settings
- Register new children and ensure all required documentation is completed accurately and on time
- Maintain up-to-date child records, ensuring accuracy and compliance with GDPR
- Manage waiting lists and available spaces across settings
- Work proactively with Nursery Managers and Early Years Leads to monitor occupancy levels and plan admissions
- Conduct nursery tours with confidence and provide clear information to prospective parents
- Support the marketing and communication needs for Early Years and Childcare places





Administrative Support

- Manage the reception area ensuring the centre is a warm and welcoming place
- Provide day-to-day administrative support to the Head of Early Years, Nursery Managers, and Early Years teams
- Ensure consistency of financial and administrative processes across all settings
- Maintain accurate Early Years and financial records using agreed systems
- Coordinate meetings, schedules, and events, ensuring all arrangements are in place
- Act as a point of contact for parents and external agencies
- Monitor email inboxes
- Managing telephone calls, resolving queries or referring appropriately
- Liaise with parents regarding events and key information, ensuring clear internal and external communication
- Support the maintenance of shared documentation, templates, and processes across settings
- Provide general ad-hoc administrative support to the Head of Early Years as required
- Work in line with EYFS requirements, organisational policies, and procedures
- Work across different departments and streams of work

Skills and experience

This is a varied and fast-paced role requiring a highly organised, proactive individual who can work under pressure, meet deadlines and use initiative to manage competing priorities. Excellent communication skills, flexibility, and a professional, approachable manner are essential when working with families, colleagues, and external partners.

Essential

- Experience in a finance and/or administrative role
- Strong numeracy skills and attention to detail
- Experience of invoicing, credit control, or monitoring income
- Confident IT skills, including spreadsheets and management systems
- Excellent organisational and time-management skills
- Ability to manage workloads across multiple settings
- Strong communication skills with parents, staff, and external agencies
- Understanding of confidentiality and secure record-keeping

Desirable

- Experience working within an Early Years or education setting
- Knowledge of Early Years funding and headcount processes
- Experience of nursery management or finance systems (e.g. HSG)
- Experience supporting admissions, occupancy, or waiting lists
- Relevant qualification or training in finance, business administration, or Early Years support

Benefits of working for Home-Start Greenwich

28 Days Annual leave	Tech Scheme	Cycle Scheme	50% Childcare Discount at Plumstead Nursery
5% Employer Pension Contribution	Ongoing Training and Development	Employee Assistance Programme	High Street, Online Stores and Leisure Discount Cards

Inclusion Matters

Home-Start Greenwich is an equal opportunities employer and champion of Equality, Diversity & Inclusion. We recruit for the person most suited to the job and welcome applications from candidates of all backgrounds & sectors.

Candidates must be based in the UK, have fluent spoken and written English and the right to work in the UK. Special consideration given to local candidates based in Southeast London.

LET'S WORK TOGETHER

How To Apply

Thank you for your interest in this role. To apply for this role please complete an application form on our website which can be found here [Join Us - Home-Start Greenwich](#)

HSG is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff working with children and vulnerable adults to share this commitment.

Safe recruitment is an important part of safeguarding and protecting children and vulnerable adults and it is essential that the assessment and selection of candidates for positions working or having regular contact with children and vulnerable adults is robust. Checks at an appropriate level will be undertaken prior to taking up employed work or voluntary activity.

Certain posts in HSG are exempt from the Rehabilitation of Offenders Act 1974 (Rehabilitation of Offenders Order 1978 in Northern Ireland). Whether a post is exempt or not will be clearly set out on the application form. If a post is exempt from the Act the candidate will be required to declare whether they/them has any convictions, cautions and bind overs, including any that would normally be regarded as spent. If a declaration is positive, details must be provided.

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Candidates must have fluent spoken and written English and the right to work in the UK.

We look forward to receiving your application.



**HOME
START**
Greenwich