

## JOB DESCRIPTION: ADMINISTRATION AND FINANCE MANAGER

The Early Years Nutrition Partnership (EYN Partnership) is working to improve the future health outcomes of young children by improving nutrition practice in early years settings, through delivery of accreditation against a Quality Mark and nutrition training.

As a growing business, EYN Partnership is looking for **a highly competent team administration and finance manager who is looking for a challenge**. This role is integral to maintaining the smooth running of the Early Years Nutrition Partnership on a day to day basis.

It requires a friendly, flexible, supportive and highly reactive individual with good attention to detail and the ability to juggle priorities and deal with problems as they arise. The successful candidate will be confident, determined and excited to help shape the start-up of a social enterprise. Importantly, you'll be confident working autonomously and under your own initiative.

EYN Partnership is an independent social enterprise created in partnership with the Pre-school Learning Alliance, the British Nutrition Foundation and Danone Nutricia Early Life Nutrition in 2016. Unique and central to the EYN Partnership is the provision of 'hands-on' help for early years settings, delivered by a network of Registered Nutrition Professionals (RNPs).

<b>Job Title</b>	Administration and Finance Manager
<b>Reporting to</b>	Nutrition Development Manager
<b>Location</b>	Featherstone Street, London (occasional travel in London, to Tonbridge (Kent) or nationally as required)
<b>Salary</b>	Circa £25,000. Full time, Permanent.
<b>Benefits</b>	26 days annual leave, pension, employee discount scheme

### Purpose of the role

- To provide administrative support to EYN Partnership in all aspects of its work, to maintain the smooth running of the organisation and its office on a day to day basis
- To provide basic finance support to EYN Partnership, maintaining accurate financial records and maintaining credit control
- To be responsible for maintaining information and records related to EYN Partnership.
- To be a face of EYN Partnership to the public, early years practitioners and partners.
- To be a central point of contact for EYN Partnership's network of self-employed field-based nutrition professionals (RNPs), providing a route of access for them to EYN Partnership's resources, materials, activities and processes.



## Key responsibilities

Please note that due to the flexible and reactive nature of this role there may be other tasks not included in the list below. The need for flexibility and willingness to embrace change is important to support the evolving needs of a developing company.

## General Administration

- Provide administrative support to ensure the smooth running of EYN Partnership and its office on a day to day basis.
- Act as a central point of contact to the office for EYN Partnership's Nutrition Development Manager, the Executive Director (once in role), and for EYN Partnership's network of self-employed field-based nutrition Professionals, providing a route of access for them to EYN Partnership's resources, materials, activities and processes.
- Regularly liaise with EYN Partnerships management team, communications agency, print supply agency and Pre-School Learning Alliance's training centre
- Confidently talk about and promote EYN Partnership's services and programmes, by telephone, email and at events, to grow EYN Partnership's customer base of early years settings.
- Provide an efficient and accurate service for correspondence, reports, presentations and any other documents as and when requested and within agreed deadlines.
- Be a face of EYN Partnership to the public, early years practitioners and stakeholders, dealing with telephone and email enquiries from EYN Partnership settings, registered learners, early years practitioners and EYN Partnership self-employed nutritionists.
- Be responsible for diary and meeting management, administration of training events and conferences and booking accommodation and travel.
- Support the development of EYN Partnership's on-line training and quality mark materials and resources as required.
- Provide administrative support in uploading materials and content to EYN Partnership's website.
- Support social media activities as required.
- Coordinate EYN Partnership's attendance at exhibitions and events and be a public face of EYN Partnership at these.



## Finance

- Maintain accurate financial records to support the administration and development of the EYN Partnership, including monthly bank reconciliation
- Keep an up to date list of accounts payable and maintain credit control
- Raise invoices and make payments to suppliers
- Proactively contribute to the development of efficient finance procedures and systems, including invoicing, accounts payable, accounts receivable and basic book keeping requirements
- Liaise with Pre-School Learning Alliance finance team and EYN Partnership payroll provider to ensure salaries and expense claims are processed in a timely manner

## Coordination and reporting

- Manage data collection and develop and maintain databases of EYN Partnership's member settings data (customer records management).
- Be responsible for the administration of EYN Partnership's training programme, providing access to resources for the self-employed nutrition professionals and entering and reporting training and evaluation data.
- Provide up-to-date status reports on work as and when requested
- Coordinate and check progress of quality mark and training programmes, including registration of course learners, as requested
- Support recruitment activities and induction of new RNPs
- Support the creation of Board and Expert group reports, presentations and take minutes when required



## Person specification

### Essential

- Excellent written English language skills, confident with numbers and excellent verbal communication
- Very strong interpersonal skills and the ability to build strong, authentic relationships with colleagues, external partners and a field-based team of self-employed nutritionists.
- Ability to work autonomously and independently both as part of a team and at a distance from team members
- Confident, proactive, highly reactive and determined in the face of challenge!
- Ability to take initiative, suggest improvements and create solutions to drive change
- Ability to organise own workload with autonomy, be flexible in approach and able to multi-task / support with last minute requests
- Previous experience of working in a team environment as an administrator
- Experienced in providing basic finance support to an organisation including maintaining accurate financial records and credit control
- Confident managing own projects with support
- Experience of developing spreadsheets and databases, producing reports from these
- Confident being the face of the EYN Partnership office, responding to written and telephone queries and being a face of EYN Partnership to the public
- Accurate attention to detail, including data inputting, word-processing, minute taking and diary management
- Look for excellence in own work and strive to produce high quality work
- Comfortable with giving and receiving feedback
- High degree of competency in Microsoft Office packages, including Word, Excel and PowerPoint

### Desirable

- Experience of web administration and social media management
- Experience of working in the voluntary sector or for a start-up business
- A passion for early years and for improving nutrition practice to improve health outcomes of young children



## How to apply

**To apply:** Send your CV with a covering letter for the attention of Annie Denny (Nutrition Development Manager) to [hello@eynpartnership.org](mailto:hello@eynpartnership.org). Emails should include the subject header 'Administration and Finance Manager'. Your covering letter should outline how you could make an impact in this role and what experience you will bring to the team.

**Closing date for applications:** 12pm Monday 25<sup>th</sup> February 2019

**Interviews:** Wednesday 6<sup>th</sup> March 2019 in London

*To apply for this position, you must have the current full legal right to live and work in the UK.*

