**Finance Assistant**

*‘’Choose a job you love and you will never have to work a day in your life.’’* - Confucius

**VACANCY REFERENCE CODE: 26/2019***Please quote this code on the application form*

**Based:** Calderstones Mansion House, Calderstones Park, Liverpool, L18 3JB

**Reporting to**: Finance Manager

**Salary:** £15,500 - £17,000 per annum (depending upon experience)

**Hours:** 35 hours per week, 30 days annual leave (part time/ flexible working hours will be considered)

**Duration:** Permanent

**About this role:**

*“A writer only begins a book. A reader finishes it.”* – Samuel Johnson

This role calls for an enthusiastic, highly-motivated and dedicated person who shares our values.This is a diverse role that requires an ability to learn a breadth of finance processes, undertake day to day transactions and be adaptable to the needs of the organisation. Over time, this role will give you exposure to the full breadth of the management accounting function.

Part of the requirement of this role will be to undertake an apprenticeship AAT qualification.

**Key responsibilities:**

* To support the Management Accounts Supervisor in processing the day to day financial transactions function of the organisation, including the Community Interest Company trading subsidiary
* Sales and purchase ledger processing, ensuring invoices are dealt with in a timely manner using the Sage accounting system
* Purchase order processing
* Cash management including weekly payment runs, cash banking, petty cash, monitoring of bank balances and reconciliations
* Credit control including liaising with customers to resolve issues
* Processing staff and volunteer expenses
* Reconciliation of supplier statements including liaising with suppliers to resolve issues
* Company credit card processing
* Staff and Volunteer expenses processing ensuring adherence to financial procedures
* Support the Management Accounts Supervisor and Finance Manager in the month end process to produce the management accounts
* Support non-finance staff as required
* Any other duties as directed by the Finance Manager

This is an exciting time to join the Finance Team as we work towards opening Calderstones Mansion House and introduce new income sources for the organisation.

**This role could be for you if you:**

* Are systematic and organised in your approach with an ability to follow things through
* Are good at interacting with people and see finance as an enabler within an organisation
* Are kind, yet bold
* Are comfortable working in a changing environment
* Do what it takes to get the job done
* Can seize opportunities
* Are committed to on-going learning

**Person Specification:**

|  |  |
| --- | --- |
| Skills | * Excellent interpersonal, communication and listening skills. Able to demonstrate empathy and to be able with to view situations from different perspectives and to work collaboratively with others (E) * Excellent organisational skills with the ability to manage and prioritise workload and meet deadlines (E) * Highly motivated with the ability to work independently, use initiative and solve problems creatively and to take an active approach to personal learning and development (E) * Ability to work supportively and effectively within and across teams and build good working relationships (E) * Keen eye for detail and a high level of accuracy (E) |
| Knowledge/ Technical Skills | * Minimum of 5 GCSEs A\* - C grade including Maths (E) * Degree level qualification (D) * Basic knowledge of financial procedures and processes (D) * I.T. literate (Microsoft Word/ Excel) (E) |
| Special Circumstances | * Be able to demonstrate an understanding of the wider work of The Reader Group, and its social mission, values and purpose (E) |

\* E = Essential       D = Desirable

**How to Apply**

**Note**: Please do not just send in a CV. We will only consider applications that follow the following process:

Visit [www.thereader.org.uk](http://www.thereader.org.uk) and select the ‘Get Involved’ tab where you will be able to view the full job description and download an application form. Please complete the application form explaining how you meet the requirements of this role, to [kateharrison@thereader.org.uk](mailto:kateharrison@thereader.org.uk)

**Deadline for applications: 9am, Monday 22nd April 2019**

* NB: applications arriving after 9am will not be considered
* A high volume of applications may make replies to everyone impossible.

**Selection Process:** If successful at shortlisting you will be invited to attend a panel interview. You may be required to complete a selection task at the interview if this is the case you will be informed of this prior to the interview date.

Role to start – July/August 2019