

ADVERT

Job title:	Finance Assistant
Reports to:	Area Finance Manager
Grade:	G2 - 4 (dependent on experience & professional qualifications)
Salary:	£17,360 - £20,937 (depending on experience & qualifications)
Start date:	ASAP
FTE:	Full time/Part time 52 Weeks per annum (annual leave to be taken during school closure)
Contract type:	1 Year Fixed Term Contract

The Role

We are seeking to appoint an experienced Finance Assistant, to support our schools in Leicester. Reporting to the Area Finance Manager you will provide support to the two schools in the area, with the possibility of this increasing in numbers over the coming years.

You will be highly motivated and efficient individual who can work on the their own but be part of the wider centralised Finance Function. You will be dealing with a wide variety of people at all levels, so you must be an effective communicator, with strong interpersonal skills and a willingness to work across the Leicester based schools. The ability to prioritise a busy workload is essential, as is the need to meet deadlines of varying timescales. You will be prepared to work flexibly, independently, sometimes under pressure, and always with a 'can and will do' attitude.

You will support the Finance Manager with a variety of tasks that support monitoring of budgets, invoicing, processing BACS payments and monitoring spend.

You will need to demonstrate that you have a good working knowledge and level of competence in using Excel and Word coupled with great attention to detail and high standards of accuracy.

- The successful candidate will ideally hold or be studying for a finance / business related qualification

What's in it for you?

You'll be working in a fantastic environment. You'll be entitled to 25 days' annual leave (plus bank holidays), NEST pension scheme, annual conference and career development opportunities.

Applying

Finance Assistant - Leicester

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Avanti Services Limited is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All successful candidates are required to have an Enhanced DBS check unless internally appointed and still within the cycle of DBS re-checks.

We welcome applications from both men and women of all ages from any background and from candidates with disabilities.

If you have any questions about the post or would like an initial confidential discussion (not part of the assessment process) prior to an application, please email Bhavini Budhdev – Area Finance Manager; Finance Director; Bhavini.Budhdev@avanti.org.uk

The deadline for applications is **Sunday 19th January 2019**

Completed application form/full comprehensive CV should be emailed to careers@avanti.org.uk

The successful candidate will be required to sign the application declaration on appointment

Any appointment subsequently made will be subject to the receipt of satisfactory references and other pre-employment checks.

NOTE: The aim of this job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the line manager or nominated representative in consultation with the post-holder to reflect the changing needs of the Trust.