



<b>Job Description:</b>	<b>Finance Assistant</b>
<b>Salary:</b>	<b>£18,000 - £22,000</b>
<b>Hours:</b>	<b>Part Time, flexible times, 2 days a week</b>
<b>Responsible to:</b>	<b>Head of Business</b>
<b>Location:</b>	<b>Bransford, WR6 5JE</b>

Our aim is to provide a homely, caring environment individually tailored to a young person's needs, encouraging them to develop independence

### **Job Purpose**

- Support the Head of Business to oversee all financial activity
- Ensure financial records are up to date
- Cash flow forecasting
- Engage positively with staff and children to support the aims of Our Place Schools

### **Main Responsibilities**

- Create sales invoices
- Chase debtors
- Maintain sales and purchase ledgers
- Supplier statement reconciliation
- Preparing internal departmental budgets
- Support department heads with monitoring budgets
- Developing cash flow forecast and monthly management information pack
- Bank reconciliations
- Managing and issuing petty cash
- Reconciling company credit cards
- Support Head of Business with payroll



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### **Experience and Skills**

- We use Sage 50 Accounts so experience of this (or similar system) is beneficial
- AAT qualification (or working towards)
- Good knowledge of Microsoft packages, including Excel (these will be assessed at interview)
- Experience of implementing business improvements would be beneficial

**Our Place Schools is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS will be required for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation along with Employment checks**

**Our Place offers 28 days annual leave, including public holidays. Our Place operates a NEST pension scheme; most people will be eligible to enroll. If you don't opt out, you will be automatically enrolled. We offer childcare vouchers, plus additional benefits, which are being reviewed to ensure that we are a great place to work**

**For more information about this or other vacancies, contact us on [careers@ourplaceschools.com](mailto:careers@ourplaceschools.com)**