

Job reference: AF190301

Finance Officer - The Assessment Foundation CIC

1651 Pershore Road, Birmingham, B30 3DR

Vacancy Type

Permanent, Part Time

We are a family-friendly organisation, and the working pattern can be flexible, but must be agreed with your line manager.

This role is for between 25-30 hours, and **could be taken on term time only** (with a small amount of flexibility in the school holidays). The hours can be split over four or five days a week.

Candidates must be available to take the position no later than July 1st 2019.

About the organisation

The Assessment Foundation (Community Interest Company) is a non-profit organisation that supports teachers in their assessment of children in schools in England and Wales.

As a small company, we offer the successful candidate a supportive working environment. We are located in a private office building in the south of Birmingham with good transport links and free parking.

We pride ourselves on our great flexibility and lifestyle-friendly ethos, with regular social events.

Salary and Benefits

£20-24,000, 22 days (plus bank holidays) annual leave (pro rata 40-hour FTE).

There is also the opportunity for optional enrolment in the company pension scheme.

Job Description

The Finance Officer will be solely responsible for book keeping, banking transactions, and accountancy tasks within the organisation. The selected candidate will often work independently, organising their own workload. They will work under the direction of the Chief Operations Officer and with the support of the Operations Manager.

Responsibilities will include, but are not limited to:

- Supporting customers with financial queries via email and telephone
- Processing sales, purchases and remittances
- Credit control of late payments
- Handling of Petty Cash and processing employee expenses
- Performing bank reconciliations
- Setting up and authorising supplier payments, dealing with supplier queries and accounts payable
- Support online management of pension payments
- Preparing quarterly VAT returns, calculating accruals and prepayments
- Preparing financial information and statutory accounts for the Board of Directors

- Supporting production of annual financial forecast
- Managing the provision of office supplies and facilities
- Other administrative tasks as required to meet organisational objectives

Person Specification

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • demonstrable experience working in a similar role • AAT level 3 or equivalent book keeping qualification • strong IT skills – experience using Excel, Word, and accounting software • diligence, accuracy and attention to detail • able to communicate clearly and respectfully • excellent written communication • ability to prioritise workload and manage own schedule 	<ul style="list-style-type: none"> • knowledge and experience of the advanced features of Microsoft Word, Microsoft Excel • knowledge of Xero • knowledge on online pension schemes, Nest preferred • AAT level 4 or equivalent book keeping qualification • familiarity with the Welsh language

Additional Requirements

Any offer of employment is subject to satisfactory references.

The successful candidate will be subject to a 6 month probation period.

Application Process

Please submit your CV with a cover letter to applications@assessmentfoundation.org explaining why you would be suitable for this role. Applications without a CV and cover letter will not be considered.

The deadline for applications is Wednesday May 22nd. However, we will interview on a rolling basis throughout the posting, and we reserve the right to close applications early if we find a suitable candidate.