

JOB DESCRIPTION



Job Title:	Finance Assistant
Contract:	Part-time / Permanent (30hrs/wk) 9am-3pm Monday to Friday
Salary:	£26,000 - £32,000 p/a (pro rata based on a full-time equivalent)
Start date:	November 2024
Location:	Folkestone, Kent
Line Managed by:	Finance Manager

Main Purpose of the Role

The primary purpose of this role is to fulfil a variety of important tasks that keep our financial operations running smoothly. You'll be handling day-to-day responsibilities like processing invoices, managing accounts payable and receivable, and keeping our financial records up to date. You'll also be involved in preparing budgets, financial reports, and reconciling bank statements to help us stay on track with our spending. Your attention to detail and organisational skills will be key in ensuring that we comply with our financial policies and procedures.

About the Company

Fresh Start in Education is a leading provider of specialist academic, emotional, and social support for vulnerable children, young people and young adults who struggle to or who cannot access education. The company provides one-to-one, holistic, and bespoke support packages for its students to overcome their barriers to learning with the aim of facilitating successful transitions into either education, apprenticeships, or employment.

Summary:

The Finance Assistant plays a key role in ensuring the smooth and efficient management of daily financial operations. You'll be handling a variety of tasks, from processing invoices and managing accounts payable and receivable to maintaining accurate financial records. You'll work closely with the Finance Manager, helping prepare reports, support budgeting and forecasting, reconciling bank statements and resolving any discrepancies, making sure everything adds up correctly. By joining our team, you'll play a vital role in helping us make smart financial decisions that contribute to the financial health of our organisation and support our mission to provide quality education.

Duties and Responsibilities include:

- Perform reconciliations of bank accounts, credit cards and petty cash for all companies within the group.
- Manage petty cash flow, to include, handling petty cash requests and keeping the cash levels at the agreed amount.
- Weekly processing of staff expense claims.

- Use Xero to keep the purchase ledgers up to date, on a daily basis, through entering of supplier invoices, processing payments and filing purchase invoices.
- Maintenance of client finance contacts via the company's operational system.
- Fulfil the processing of payroll for office-based staff, including pension auto-enrolment processing and administration, and HMRC uploads.
- Fulfil month end duties, to include, updating prepayment, accrual and other reconciliation spreadsheets as required.
- Processing of Bank Staff workers' monthly payments, to include payroll processing and supplier invoice processing.
- Regular communication with the company's customers via phone and email regarding outstanding sales invoices.
- Communicating and answering queries, by phone and email, with remote workers, staff, customers and suppliers.
- Regular feedback to the Finance Manager.
- Filing of all financial paperwork in the relevant folders.
- Some general administration duties.
- Any other duties as reasonably required of the position and as requested by the company.

Person Specification

Essential Criteria

- AAT Level 4
- GCSE Math / English
- Excellent command of the English language (spoken and written)
- Minimum 3 years' experience in either a finance or bookkeeping role
- Highly organised, proactive with strong attention to detail
- Computer and IT proficient. Experienced using bookkeeping systems such as Xero / SAGE etc along with Microsoft Office and other data entry systems.
- Creative problem-solver with strong administration skills

Acknowledgement

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation

Competencies

Communicating with others

Communicate effectively with all team members. Listen to guidance and be open to give and receive feedback. Demonstrate confidence to check understanding as well as providing information to others. Use the most appropriate means of communication for the situation

and people involved. Accurately make note of, log and pass on information when necessary. Show a commitment to effective communication.

Upholding ethics and values

Uphold and put into practice the company's values. Act with complete integrity, authenticity and trustworthiness. Advocate the services provided by the company. Facilitate a work environment that promotes the values and ethos of the company, holding staff to account for unacceptable behaviour.

Organisation and Planning

Successfully manage multiple financial tasks and efficiently meet deadlines. Maintain accurate records, track financial transactions, and manage documents systematically, ensuring that all financial information is easily accessible and up-to-date. Prioritise tasks, scheduling work to align with financial cycles, and preparing for audits or financial reviews.

Investigative and Analytical skills

Confidently delve deeply into financial data, identify patterns, and solve complex financial issues. Gathering relevant financial information, assessing data accuracy, and interpreting results to provide meaningful insights. Break down complex financial information, evaluate variances, and identify trends that can influence decision-making. Detect discrepancies, ensuring compliance with financial regulations, and mitigating risks.

Safeguarding

Our company is founded on safeguarding principles, and this is evident not only throughout our policies and procedures but is demonstrated through our staff's dedication and commitment to keeping children safe.

The recruitment process shares and reflects this ethos, and due to the stringent and rigorous checks implemented, we ensure that only the most suitable candidates will be considered. The checks include:

- employment and character reference checks
- enhanced Child and Adult DBS checks
- teacher checks
- ID, Right to Work and proof of address checks
- validation of UK and international qualifications and training
- International Police Checks (if applicable)

Equal Opportunities

We are committed to ensuring equal opportunities for all staff and clients. Fresh Start aims to provide a working environment in which staff can realise their full potential and participate in successful work practices irrespective of their protected characteristics and or socio-economic background, or membership or non-membership of a trade union.

Our philosophy is to promote a culture of inclusion and diversity, in which all those connected with Fresh Start can feel proud of their identity, and able to participate fully in all aspects of the services we provide. To create conditions in which this goal can be realised, we are committed

to identifying and eliminating discriminatory practices, procedures and attitudes. We also expect staff to support this commitment and to assist in its realisation in every way possible.

Benefits

Fresh Start in Education Ltd. believes in investing in its staff and makes working for the company an enjoyable and fulfilling experience. We have recently been assessed by 'Investors in People' and have been accredited *Gold* status recognising our dedication to our people and their working lives. Fresh Start in Education are in the top 25% of outstanding UK companies to have achieved this recognition.

Your benefits include

- Length of service awards
- Frequent training days across the year
- Free counselling, financial, and wellbeing advice service
- Potential for career development and progression with CPD training available
- Discount car leasing scheme
- Cycle to work scheme
- Eye tests and glasses vouchers
- Allocated private parking
- Innovation and money-saving rewards
- Discount vouchers

Successful candidates must have the right to work in the UK and provide an Enhanced DBS Certificate.

At Fresh Start in Education Ltd., our entire recruitment process is centred around Safeguarding and Child Protection. Therefore, all successful candidates undergo thorough pre-employment checks, referencing checks as well as enhanced Child and Adult DBS checks.