

## **Job Description**

### **Finance Assistant**

#### **BookTrust**

BookTrust is the UK's largest children's reading charity. Each year we reach millions of children and families, inspiring them with our books, resources and support to get them started on their reading journeys. We want to get every child reading, regularly and by choice. Reading matters because it can have a lifelong positive impact on a child, affecting their health and wellbeing, creativity, and emotional outcomes.

#### **Job purpose**

The purpose of the role is to assist primarily with the purchase ledger function but also provide support to the sales ledger. This role is varied, challenging and it is vital that you have an interest in finance. Joining the small team, the role gives the opportunity to gain experience in the charity accounting sector.

In the first instance this role will be on a fixed term contract of 3 days a week for 6 months with 2 of those days to be spent at our head office in Battersea. The other day could be working from home or in the office, as required. It is likely that the role will be extended beyond 6 months with a possible increase in days worked per week.

**This post holder will report to:** Assistant Accountant - Purchases

#### **Key responsibilities**

##### **Purchase/ sales ledger**

1. Processing purchase invoices and credit notes
2. Liaising with suppliers
3. Assisting with the purchase order process
4. Ensuring the timely submission of credit card expenses
5. Preparing invoices for the BACS run/ filing/ archiving
6. Maintaining spreadsheets
7. Dealing with incoming post
8. Processing monthly expenses
9. Other ad-hoc duties as assigned

#### **General Duties**

10. To be an active member of the Finance team, participating in meetings and supporting colleagues.
11. To maintain good working relationships with colleagues across the organisation.
12. To be committed to their own personal and professional development
13. To carry out all duties in line with BookTrust policies and procedures and willing to undertake additional reasonable duties, as required.
14. To promote BookTrust and its vision and values in all activities, both internally while carrying out duties, and externally with stakeholders and the general public.

## PERSON SPECIFICATION

The successful candidate will have excellent verbal and written communication skills to liaise across the organisation and with our external suppliers. They will need to work methodically to meet deadlines and to a high level of accuracy. They will be IT literate with strong inputting and spreadsheet skills.

CRITERIA	E or D
<b>Knowledge</b>	
a. Working knowledge and experience of finance software	D
b. Proficient in using IT systems including Excel and Word	E
c. Good knowledge of accounting procedures and controls	E
<b>Experience</b>	
a. Previous experience in a finance team	D
b. Strong attention to detail and able to produce work with a high level of accuracy	E
<b>Skills and Attributes</b>	
a. Demonstrates a logical and methodical approach with attention to detail and accuracy	E
b. Excellent interpersonal and communication skills	E
c. Excellent organisational skills	E
d. Ability to plan own work schedule, meet agreed deadlines and be accountable	E
e. Ability to work collaboratively	E
f. Ability to work under pressure to meet deadlines	E
g. Ability to deal with confidential issues appropriately	E
<b>Qualifications</b>	
a. Good general standard of education with a minimum of C grade GCSE in Mathematics	E
b. AAT qualification	D

**E = essential criteria**

**D = desirable criteria**

### **Terms and Conditions**

- Salary: £23,000 - 25,000 FTE depending on experience
- 28 days holiday, plus public holidays
- Pension scheme – 7% employer contribution
- 3 x salary life assurance
- Employee Assistance Programme
- Season Ticket Loan Scheme
- Flexible working scheme

Want to join us? Find out more about who we are at: <https://www.booktrust.org.uk/about-us/work-at-booktrust/>

To apply, you must submit your CV and attach a covering letter of no more than two pages outlining your suitability in relation to the person specification.

### **Our Commitment to Diversity and Inclusivity**

We aim to provide an inclusive recruitment process and actively welcome applications from diverse talent pools: BAME candidates, candidates with disabilities and long-term conditions and candidates from underrepresented communities.

We are committed to equality of opportunity and want to ensure we have an accessible application process for all candidates. If you need any reasonable adjustments or would like us to do anything differently during the application process, please contact our HR team on [HR@booktrust.org.uk](mailto:HR@booktrust.org.uk) or 020 7801 8855/8856 to discuss your requirements further.

BookTrust is committed to safeguarding and promoting the welfare of children. The recruitment and selection process reflect our commitment to safeguarding therefore, the suitability of all prospective employees will be assessed during the recruitment process in line with this commitment, and pre-employment checks.