



Finance Officer

Reporting to: Finance Manager

Salary: £27,000

Hours: 30 hours per week over 4 days

Duration: Expected start date – As soon as possible.

Annual leave: 22.5 days

Probation: 3 months

Purpose of the role: Assisting the Finance Manager in financial matters.

Principal accountabilities:

- Responsible for customer invoices, expenses and payments
- Sales invoicing and cash allocations (non-rental)
- Reconciling supplier statements
- Assisting with monthly reconciliations of control and balance sheet
- Assisting with the monthly journal. That includes posting the monthly journal.
- Banking cheques
- Assisting with monthly reconciliations
- Maintaining petty cash system
- Issuing customer refunds
- Maintaining and reconciling of the purchase ledger and assist with sales ledger in QuickBooks
- Sending out supplier statements and dealing with queries
- Working on ad-hoc projects

Skills and experience

ESSENTIAL:

- Excellent working knowledge of QuickBooks, Excel (intermediate)
- Working towards AAT, CIMA, CIPFA, ACCA qualified or finalist, or extensive commercial or third sector experience
- Good reconciliation skills
- Attention to detail
- Good analytical skills
- Excellent communication skills
- Team player
- Organised and able to use your own initiative
- Understanding of financial concepts such as profit & loss, assets & liabilities
- Ability to cope under pressure in a fast-paced environment
- Minimum of 2 years' experience of working

DESIRABLE:

- Have completed a University Accounting/Finance or related university degree at 2.2 honours grade or above



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- Intermediate accounting knowledge
- Intermediate reporting skills
- Knowledge of booking and operational systems such as Stripe/Just Park/Skedda Platforms

If you are interested in the position, please email your application and supporting statement (maximum 2 sides of A4) to demonstrate your experience and skills for the post to Behlul Sulimani at behlul@selbytrust.co.uk no later than Sunday 9 March at 11pm.

We want the successful candidate to commence as soon as possible. If you have any queries, please email behlul@selbytrust.co.uk