



Job Description

Job Title: Finance Assistant/Bookkeeper

Hours: 16 hours per week, ideally over two days

Job Type: Part-time, Permanent

Responsible to: Finance Manager

Salary: £14.00-£15.50 per hour depending on experience

20 (+BH) days holiday annually (pro rata), rising to 25 days after twelve months (five days fixed during Christmas); 30% staff discount at QCCA nurseries in Kentish Town or Highgate; free use of on-site gym; shower facilities for cyclists; guaranteed time off for Christmas and birthdays. This role will be office-based (no remote working)

JOB PURPOSE

This is a busy multi-faceted role in which your organisational and interpersonal skills will be crucial. A flexible, capable person with a purposeful attitude will do well. At QCCA, our staff are committed to going that extra mile, and even further, to get the job done, to the highest standard.

KEY DUTIES

- Liaising with external suppliers and customers
- Formulating and setting up supplier payment runs
- Preparing and Filing invoices, data entry
- Responsible for credit control
- Reviewing and posting staff and credit card expenses
- Managing all financial records and daily bookkeeping of the business
- Maintaining accurate and up-to-date financial records using QuickBooks accounting software
- Process Accounts Payable and ensure invoices are coded
- Preparing monthly Bank reconciliations and credit card transactions
- Assist with the budgeting and forecasting function
- Assisting with the preparation of Year-End audits
- Managing petty cash
- Monthly payroll and pension duties

REQUIREMENTS

- Proven experience as a Finance Assistant/Bookkeeper or in a similar role minimum 2+ years
- Proficiency in accounting software QuickBooks.
- Strong understanding of basic accounting principles
- Excellent attention to detail and accuracy
- Ability to work independently and meet deadlines
- Strong communication skills to interact with colleagues and clients
- Strong numerical and analytical abilities
- Excellent knowledge of Microsoft Office Excel

EQUAL OPPORTUNITIES

QCCA is committed to the principles of Equal Opportunity for all in terms of service provision and employment. As an employee of the company, it is your responsibility to ensure equality of access to jobs and services to women, Black/ethnic minorities, lesbian and gay men and people with disabilities, regardless of marital status, age, creed/religion and unrelated criminal convictions.

HEALTH AND SAFETY

All staff are responsible for ensuring the health and safety of persons and members of the public in the premises or sites controlled by QCCA. The methods of achieving this will be the provision of safe systems of work, safe and healthy conditions and environment, and including such information, training, instruction and supervision as is necessary to achieve these objectives in accordance with Safety Legislation and the Health and Safety Policy.

Signatures – Job Description discussed and agreed.

Signature of the Post Holder

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Date.....

Signature of Line Manager

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Date.....