

Job Title: Financial Controller

Location: Hemel Hempstead

Salary: Circa £40k pro rata. DBS checks are required.

Job Type: Part Time, Permanent. 22.5 hours per week (Office days 2, 1 day choice of homebased or office)

About us: Playskill is an award-winning specialist early intervention charity supporting pre-school children with physical disabilities and delays, and their families, in Hertfordshire. We are the only charity providing this type of support, free of charge, in the county.

Since 2006, our highly qualified and experienced team has supported over 440 physically disabled children and their families to access specialist therapy, advice and support, with the end goal of supporting the children to reach personal development milestones and to achieve better life outcomes.

About the role:

Skills and Experience Required:

- Previous experience as a Financial Controller in a similar role
- Experience in preparing monthly management accounts and year-end accounts for audit
- Solid knowledge of financial and accounting procedures
- Excellent organisational skills, able to prioritise and manage work to deadlines.
- A team player, proactive in supporting and communicating with finance and non-finance colleagues
- Part-qualified from a recognised accountancy body
- Experience with Xero
- Experience in overseeing payroll processes

What we can offer you

The role is for 3 days per week, we will require you to be office based (Hemel Hempstead) on a Tuesday and Wednesday with the third day worked flexibly/remotely. You will be part of a supportive Senior Management Team helping to drive growth as we plan for the next 5 years of our development.

Benefits

- Wellbeing support
- Supportive colleagues
- Pension

Diversity statement:

Playskill is an equal opportunities employer and has a high number of team with caring responsibilities and is keen to encourage applicants from a diverse number of backgrounds.

Safeguarding statement:

Playskill is committed to the safeguarding and welfare of all children and young people. We expect all staff to share this commitment. Playskill has a full safeguarding policy and expects all staff to undergo safeguarding training.

Deadline for applications: 9am, Monday 26th August 2024

Interview date: TBC

Interview location: Hemel Hempstead

Please contact recruitment@playskill.org for an application form or call 01442 793306 if you would like to speak with us about any adjustments you may require in order to complete our application form.

Reg Charity no 1198233 (formerly 1122745). Funded by The National Lottery Community Fund.