



THE
KING'S
FOUNDATION

SCHOOL OF
TRADITIONAL
ARTS

JOB DESCRIPTION

Position:	Finance and Admin Assistant
Reports to:	Operations and Finance Manager
Salary:	£30,000 to £34,000 per annum
Base:	19-22 Charlotte Road, London, EC2A 3SG

The King's Foundation

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

The Role:

You will be responsible for ensuring accurate processing and recording in accounts and administrative matters, processing invoices and performing bank reconciliations. You will also work with colleagues in The King's Foundation ensuring compliance with policies and procedures of The King's Foundation.

This role offers the opportunity to grow and develop within The King's Foundation. As you become more familiar with our financial processes and systems, there will be opportunities to take on greater responsibility, including involvement in more complex financial tasks and projects. You will have the chance to work closely with senior members of the finance team, gaining valuable experience and insights into the wider financial operations of the organization.

Significant Relationships:

Chief Financial Officer of The King's Foundation, The Director of The King's Foundation (School of Traditional Arts), Outreach Director, Operations & Finance Manager, Finance Coordinator, Outreach Project Managers, Freelance Visiting Tutors.

Key Tasks:

- Data entry to Procurement System "Procure Desk" for purchase invoices ensure they are appropriately coded.
- Data entry to the accounting system "QuickBooks" for purchase invoices, staff expenses, credit cards, and sales invoices.
- Manage the receipt of STA supplier invoices and ensure they are appropriately authorized by respective Project Managers and 2nd authorised Manager prior to entry.
- Manage an effective filing system for approved, purchase and sales invoices, staff expenses, staff credit cards statements for The King's Foundation.
- Managing credit/debit card reconciliations, and client accounts reconciliations
- Assisting in reconciling multiple bank accounts and handling foreign currency transactions
- Managing accounts payable and receivable, including invoicing and debt collection
- Assists all KF London office credit card holders to reconcile their credit cards and staff personal expenses in excel upon receiving the original receipts, following that coding them correctly and making sure they met Finance department's guidance and in line with budget.
- General administration relating to The King's Foundation School of Traditional Arts.
- Support Operations & Finance Manager and assist the management accounts on their reports with invoicing, rechargeable expenses to client and collate all back up receipts where necessary.
- Credit Control
- Chasing sub-contractors/consultants for outstanding consultancy agreements, expenses and invoices where necessary.

- Assist management accounts with the monthly Bank accounts reconciliation process
- Compliance with data protection and e-privacy regulations

Requirements and skills:

- Familiar with financial software, specifically “QuickBooks” and “Procure Desk”
- Proficient in MS Office Competent Excel skills
- Outstanding communication ability.
- Good numeracy and administration skills
- Attention to detail
- Good time management - ability to prioritise work and manage time effectively working to specific deadlines
- Absolute discretion when dealing with confidential matters.
- Relevant qualification in accounting or relevant field is preferred.

Other:

- To assist the Directors of The King’s Foundation (School of Traditional Arts) with any reasonable and related tasks that may be requested.
- Days & Hours of Work: 5 Days a week (37.5hrs) Monday to Friday: 09:00 to 17:30 with a one-hour break for lunch.

Applications: Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address:- hr.recruitment@kings-foundation.org On receipt of your application, you will receive a copy of the application form from a member of the HR team.

Closing date for applications: Friday 8th November 2024