



Finance Assistant

Location: Bristol
Contract: Permanent
Working Hours: 13.5 hours over three days a week
Salary Range: £17,000 - £19,000 FTE, pro-rata
Job Family: Finance
Level: 1
Grade: B

LPW mission

- LPW delivers play opportunities, education, training and routes into work to children and young people to make communities safe and inclusive, with quality opportunities and choices for all.
- LPW delivers services where the biggest differences to people and communities can be made. We focus our efforts where they are most needed in the West of England and where we can make the most impact.

Role Overview

Under the line management of the Finance Manager you will provide a range of financial, accounting, purchase ledger, sales ledger, and credit control processing tasks that support the financial objectives of the organisation. This role covers all basic operational accounts functions across LPW Independent School, the engagement delivery team and Business Services.

The hours of work will be three five hour days (Tuesday, Wednesday and Thursday), with 30 minutes for lunch.

In this role, your primary areas of responsibility will be:

General:

- Support the Finance Manager to ensure all day to day, monthly and annual accounting and finance requirements are carried out;
- Ensure written procedures covering all routine financial tasks are in place, up to date and efficient;
- Deal with enquires, mail and take appropriate action or referral to other staff within or outside of the finance department;
- Credit Control reviews and functions
- On a company-wide basis familiarise and train new accounting staff (as appropriate) in the use of the computerised accounting systems and manual financial procedures;
- Ensure month end deadlines are met for purchase, sales, payroll and bank ledgers;
- Support the month end and annual accounting processes;
- Support the Balance Sheet reconciliations in the absence of the Finance Assistant;
- Prepare and submit the VAT return and ensure in line with latest HMRC legislation;
- Process expenses claims and spot check to ensure within the Expenses policy;
- Process Pension Fund calculations and payments;
- Liaise with company's auditors, pension provider and other external organisations as directed by the Head of Finance;
- To carry out the responsibilities of the role in a way which reflects LPW's commitment to safeguarding children in accordance with the Child Protection Policy.



Purchase Ledger:

- Process purchase ledger transactions, ensure correct authorisation and in line with our processing procedures;
- Liaise daily with suppliers to answer queries and follow up invoice and supplier information to ensure smooth running of the purchase ledger;
- Process cheque and BACS payment runs ensuring correct authorisation and in line with our processing procedures.

Sales Ledger

- Process sales ledger transactions, ensuring correct authorisation and in line with our processing procedures;
- Liaise daily with funders and customers to answer queries and follow up invoice and customer information to ensure smooth running of the purchase ledger;
- Performing credit control functions to ensure maximum cash flow efficiencies for the company.

Banking and Cash Flow

- Process bank account transactions and ensure they are all correct, authorised and in line with our processing procedure;
- Perform bank reconciliations ensuring correct authorisation and in line with our processing procedures;
- Reconciliation and processing of the prepaid card transactions
- Process petty cash and staff expense transactions and ensure all transactions are correct, authorised and in line with our processing procedures.
- Monitor the company's bank and cash position, create and maintain the cash flow model, and recommend to the Financial Manager banking movements to ensure most efficient use of the companies funds;
- Any other duties that might be required from time to time as directed by the Financial Manager.

The skills and experience that you will bring to this role are:

Essential

- Previous experience working within a Finance role;
- Skilled at using accounting software packages;
- Comfortable using Microsoft packages, including Excel and Outlook;
- Able to manage a varied and sometimes conflicting workload;
- Able to deliver work objectives to tight deadlines.

Desirable

- Previous experience working for a Community Interest Company, or in the education or charity sector;
- Experience of using Exchequer and/or Xero.

You will get an opportunity to work for a community interest company that has a social mission at its core and drives the way we undertake business. In addition we have an attractive range of benefits, such as 26 days annual leave (plus a 3 day seasonal shut down at Christmas), 3% employer's contribution to our pension scheme, travel loans, childcare vouchers and a cycle to work scheme.

To apply please complete the recruitment application form that can be found on our website at www.lpw.org.uk explaining your motivation for applying for the post, and send this to recruitment@lpw.org.uk. **Please note that any CVs received without an accompanying recruitment application form will not be considered for interview.**

Closing date: Wednesday 16th January 2019