

FINANCE ASSISTANT (Maternity Cover)

Salary: £30,000 - £33,000 pro rata dependent on qualification & experience

Hours: 30 hours, flexible working

Duration: 1 year maternity cover contract commencing early May 2025

Closing Date: 23 March 2025

Interviews: 8 April 2025 at Town Trust Offices

Stratford Town Trust works in partnership to benefit the people of Stratford-upon-Avon, typically awarding over £2million each year in grants.

We are currently looking to recruit a highly motivated and enthusiastic **Finance Assistant**, who is at least AAT qualified or part qualified ACCA or CIMA. You will have experience of Sage 50, Sage payroll, Excel, and working as part of a finance team.

If you have strong interpersonal and organisational skills, think logically and complete tasks on time we would love to hear from you.

To apply please submit your CV with a covering email to:
admin@stratfordtowntrust.co.uk on or before 23 March 2025

For more information visit www.stratfordtowntrust.co.uk

Or email: admin@stratfordtowntrust.co.uk

Stratford Town Trust confirms its commitment to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

Finance Assistant
Person Specification

	Essential	Desirable
QUALIFICATIONS		
Minimum academic to GCE 'A' Level or equivalent		X
Vocational or technical qualification relevant to the position (AAT/ACCA/CIMA)		X
EXPERIENCE		
Sage 50 (or similar finance package) in previous roles	X	
Excel, Word and Outlook in previous roles	X	
Sage payroll (or similar finance package) in previous roles	X	
Working in a Finance Team in a Not for Profit / Charitable environment		X
Working to deadlines	X	
Working within a small team		X
SKILLS AND ABILITIES		
Good internal and external communication skills	X	
Good organisational and time management skills	X	
Competence in the use of IT	X	
Well-developed interpersonal skills - able to interact well with all individuals	X	
Ability to build and maintain relationships	X	
Commitment to equality of opportunity	X	
A sense of fairness and personal integrity	X	
Self-motivation	X	
Good multi-tasking skills	X	

STRATFORD-UPON-AVON TOWN TRUST

FINANCE ASSISTANT (30 hours per week) **(Maternity Cover)**

JOB DESCRIPTION

Reports to: Head of Finance

JOB PURPOSE

- The purpose of the post is to provide day to day support to the Head of Finance in the processing of financial data on to Sage 50, e.g., purchase ledger, sales ledger, nominal ledger & banking

MAIN FUNCTIONS

- To process purchase invoices, in line with written procedures
- To prepare two purchase payment runs per month, for payment by BACs, for approval & then processing
- To maintain Town Trust & Guild Estate petty cash and record petty cash expenditure for Community Hub
- To prepare monthly rent reconciliations for Guild & College (including service charges) for review by Head of Finance
- Post residential net property rent statements, when received
- Prepare payroll details for approval by Head of Finance and process via sagepay.
- Process payment of employees' net pay, pension contributions and HMRC monthly payments by Bacs
- Organise approval of payment runs/payroll
- Post bank receipts and payments and to perform monthly bank reconciliations
- Prepare recharge invoices between Town Trust/Guild/College and reconcile intercompany accounts
- Post car park income and costs on a monthly basis
- Prepare and process sales invoices for Community Hub hires
- To reconcile Community Hub hires on monthly basis
- Assist with quarterly VAT returns
- To maintain fixed asset schedules and post quarterly depreciation charges
- Assist with grants audits
- Assist Head of Finance when requested to perform tasks appropriate to the level and nature of the role

SKILLS & QUALIFICATIONS REQUIRED

- Working knowledge of Sage 50
- Working knowledge of Sage payroll
- Excel
- Word
- Online banking software
- At least qualified AAT or part qualified ACCA/ CIMA