



## ADVERT FOR FINANCIAL ASSISTANT



- Job Title:** Financial Assistant
- Reporting to:** Twinkle House Centre Manager
- Hours:** 28 hours per week
- Salary:** £22,129 NJC Scale 4 SCP11 as per 2021/22 NJC pro rata + 6% Pension contribution
- Contract:** 3-year fixed term
- Closing Date:** **Thursday 21st July 2022 at 5.00 pm**
- Interview Date:** **Thursday 28<sup>th</sup> July 2022** - Interviews held at Twinkle House

### **About the role:**

Twinkle House is delighted to be able to recruit for someone who is AAT qualified Accounts/Bookkeeper to join us. It is an exciting time to join us and be part of the developments that are planned for Twinkle House in the next 3 years. You will be responsible for the accurate completion of a range of financial and accounts tasks. The role will involve working closely with the Centre Manager, as well as liaising with external companies to resolve any queries.

As a Charity we have several sources of income from funding, commissioned services and generation of our own income. You will be responsible to ensure that all accounting demands are met in a timely manner on a daily, weekly, monthly and quarterly basis. This role would suit someone experienced in all aspects of Accounts and both Sales and Purchase ledger, however someone newly qualified would also be welcome to apply if you have other work experience that reflects elements to this position along with your qualifications

You will need to have effective communication skills, a meticulous attention to detail and excellent organisational skills. A good working knowledge of Excel is essential, working knowledge of Paxton software would be a great advantage. You must be enthusiastic and confident, with the ability to interpret data, identify and resolve discrepancies and meet strict deadlines. Twinkle House is a busy centre, and you will need to be comfortable working in a demanding environment, being adaptable and flexible to help the team when asked.

We would like to ensure that any credit checks taken on the successful candidate will be approved by the businesses bank regulations along with someone keen to be part of a vibrant and supportive organisation.

Please send your request for an application form and a copy of the job description and person specification to: [enquiries@twinklehouse.co.uk](mailto:enquiries@twinklehouse.co.uk)

**Please note no CV's will be considered**