



Assistant Accountant

Job Description

POSITION OVERVIEW

Department	Finance and Operations
Location	Devon House, London/Remote (Hybrid)
Term	Full-time; permanent
Salary	£32,000-£35,000 per annum, dependent on experience.
Benefits	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Start	December 2021/January 2022

We are looking to appoint an enthusiastic and highly organised individual in a supporting role to the Finance Manager.

To be successful in this role, you must be able to work as part of a small team, whilst independently and proactively completing tasks. Excellent communication and IT skills, accuracy, and attention to detail are essential requirements. The nature of this role requires a tactful and confidential approach.

DUTIES AND RESPONSIBILITIES

- Daily usage of financial processes
- Oversight of sales ledger (student fees, credit control, and accounting entries).
- Management of Finance Review in the Expenses and Invoice Management System (Point Progress)
- Admin management of Point Progress (user admin, coding and supplier accounts)
- Bank data entry inputting in preparation for bank reconciliations carried out by FM.
- Delegated authority (from FM) in order to support the Month End Processes

ASSISTANT ACCOUNTANT OFFICER JOB DESCRIPTION

- Support FM with all reporting requirements.
- Assist Financial Manager with the Month End and Year End processes, primarily regular journals around accruals and prepayments as well as reconciliation of control accounts on a monthly basis.
- Assist Financial Manager and external auditors with annual Financial Audit process
- Other ad hoc duties as required by the Financial Manager and Director of Finance.
- Willingly participate in the wider-administrative team, in the day to day running of the College

About the College

Founded in 2012, with the aim of providing the highest quality of education in the humanities and social sciences, New College of the Humanities at Northeastern has established itself as a prestigious higher education institution based in the heart of London. We offer a unique and broad liberal arts-inspired curriculum with highly personalised teaching, which may include tutorials. The College is undergoing an exciting period of growth, having become part of Northeastern University's global network in early 2019.

Person Specification (Essential / Desirable)

Specification	Essential/ Desirable
Education, Qualifications and training	
Relevant NVQ/SVQ qualifications or specialist qualifications such as AAT	E
Working toward a Chartered Accountant qualification	D
Experience	
Strong accounting skills and previous experience in a similar role	E
Knowledge, Skills and Abilities	
Good written communications and strong interpersonal skills to deal with individuals at various levels, and on potentially sensitive matters	E
Excellent IT skills, including advanced level with Microsoft Office Suite	E
Highly computer literate with experience of accounting packages	E
Ability to work quickly, accurately and to deadlines, using a logical and methodical approach	E
A team player, with the ability to work independently	E

APPLICATION PROCESS

Applications should be made via [this link](#) by 20.00, **30 November 2021**. Please reference your application "**AA1121**". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Due to the urgency of this role applications will be reviewed on receipt, and it is possible that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. The College is **not** able to provide sponsorship on this occasion.