



Accounts Administrator

Job Description

Position overview

Department	Finance & Operations
Location	Devon House, London
Term	Full-time; Permanent (Will consider part-time or job share)
Salary	£21,000 - £24,000 per annum, depending 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	01 August 2022

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

To be successful in this role, you must be able to work as part of a small team, whilst independently and proactively completing tasks.

Duties and Responsibilities

- Daily usage of financial processes
- Student fee schedule generation
- Supporting Credit Control Processes
- Liaising with students, parents and suppliers
- Support Finance Assistant with the Finance Review process in Point Progress (includes PL invoices, Expenses and Credit Cards)
- Uploading of PL invoices for Budget holders into Point Progress
- Assist with annual Financial Audit process, as required by Finance Manager

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- General administrative duties to support the finance department, including filing, archiving and inbox management
- Other ad hoc duties as required by the Financial Manager
- Willingly participate in the wider-administrative team, in the day to day running of the College

About the College

Founded in 2012, New College of the Humanities at Northeastern has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the College has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moving to new premises in 2021. NCH continues to grow taking in more students year on year, further expanding its courses, network and opportunities.

Person specification criteria (essential / desirable)

- Interest in Accounts (D)
- Excellent communication (E)
- IT skills (E)
- Tactful and confidential approach (E)

Application process

Applications should be made via [this link](#) by 20:00 on **14th August 2022**. Please reference your application "**AA722**". 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.

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.