

## Finance Assistant/Administrator (Part time) – South Kilburn Trust

**Hours:** 14 hours a week.

**Salary:** £12,000 per annum (based on £30,000 FTE).

**Reporting to:** Head of Finance.

**Benefits:** Pro-rata share of 25 days (FTE) annual leave and bank holidays. Company Pension Scheme. Flexible working\*.

**Location:** Mostly in person, working in our South Kilburn office.

**SKT is committed to safer recruitment practices and this role is subject to successful completion of references, DBS check and a six-month probation.**

### About South Kilburn Trust

South Kilburn Trust (SKT) is a Community Development Trust working to improve the lives of residents in an area of London that is undergoing a long-term physical regeneration. It is the role of the trust to identify the needs of local people and to advocate for them.

### Job Description

#### Job Purpose

The Finance Assistant will be a valuable member of a small team, working to ensure the smooth running of finances and taking responsibility for administrative and operational duties. This role is ideal for a student or graduate pursuing a career in finance. The finance assistant will receive training for the role.

#### Main Tasks:

- Purchase invoice entry (potentially 150 per month by late 2024),
- Sales invoice entry (none initially; 5 per month by late 2024),
- Journal entry (payroll, depreciation, accruals, prepayments),
- Preparation of regular payment runs (monthly),
- Bank reconciliation (one main account),
- Keeping financial records filed,
- Monitoring post,
- Monitoring and purchasing office supplies,
- Monitoring Customer Relationship Management,
- Monitoring South Kilburn Trust emails and enquiries,
- Data entry; ensuring online contact lists and database of services are up to date with relevant information,
- Additional ad-hoc administrative tasks including participation in team events and supporting community engagement.

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job and may be varied from time to time.

### Person specification

Essential:

- An understanding of finance
- Organisational skills
- Excellent numeracy skills
- Great IT skills with confidence in using Microsoft Office
- Great presentation skills and attention to detail
- Excellent written and verbal communication skills
- Able to work with confidentiality and professionalism
- Able to work independently and self-manage workload, working well to deadlines
- Proactive and problem-solving
- Supportive team member that takes own initiative.

Desirable:

- Already has some experience working in finance
- Familiarity with Xero
- Familiarity with CAF Bank, Equals Money.

\*\*Flexible working' means this role could suit someone wanting to work 9am to 5pm or 10am to 6pm two days a week or the same hours over more, shorter days, to fit around caring commitments for example.

### How to apply

To formally apply, please submit a CV and supporting statement (ideally a maximum 2 sides of A4 each) that clearly outlines your suitability for the role against the criteria provided in the person specification, setting out your interest and motivation in applying for this role.

Please send your application to: [jobs@southkilburntrust.org](mailto:jobs@southkilburntrust.org)  
(inserting "Application - Finance Assistant, SKT" into the subject field).

If you would like an informal conversation about this opportunity, please contact Richard Bains to arrange a call: [Richard@southkilburntrust.org](mailto:Richard@southkilburntrust.org)

### Recruitment Timetable

Closing Date for receipt of applications:	By 9am on Friday 14 <sup>th</sup> June
Candidates informed of outcome:	By end of the day Friday 21 <sup>st</sup> June
Interviews	w/c 24 <sup>th</sup> June and 1 <sup>st</sup> July

### Equal Opportunities and Data Protection

The Trust is committed to equal opportunities for all employees in respect of recruitment, promotion, career and personal development. Any selection for recruitment will be based on ability, qualifications, and suitability for the work as well as potential for the future.

We believe that a diverse workforce with people from different backgrounds can bring fresh ideas, thinking and approaches which improve business performance and allows us to better interact with a diverse customer base.

Data processing, protection, and privacy: SKT will handle your personal information sensitively and in accordance with our [Privacy Policy](#).