

Vacancy: Senior Finance Assistant

Overview:

We are looking for a Senior Finance Assistant to join our Finance team, a team which is vital to the Foundation's ability to make an impact and improve health in Lambeth and Southwark. This role will enjoy a broad and interesting remit, and will provide essential support to the Finance team in its mission to process and report financial information of the highest quality.

This is an excellent opportunity to join an experienced and growing team at an exciting time as we are in-housing the fundraising function and continue to develop innovative ways of working to support the organisation. The team is engaging, collaborative and supportive, as well as highly motivated and passionate about their work.

About us

Guy's & St Thomas' Charity, Guy's Cancer Charity and Evelina London Children's Charity are part of Guy's & St Thomas' Foundation. Our collective mission is to build the foundations of a healthier society.

As part of our team, you will work alongside talented people from a mix of personal and professional backgrounds. We are a Living Wage employer and support flexible working, part-time roles and job shares. Though our ambitions are serious, this is a friendly place to work with lots of opportunities to meet and socialise with colleagues. We believe there is immense power in diversity and aim to recruit and nurture talent who think and act differently.

There is more information about [**working with us**](#) on our website, where you can read about:

- how we approach recruitment
- our team, culture and values
- the benefits of working with us
- and our approach to diversity, equity & inclusion, health & wellbeing, and learning & development

Job description

The opportunity

Job title:	Senior Finance Assistant
-------------------	--------------------------

Salary:	£36,000 - £38,000
Contract type:	Permanent Full Time
Closing date:	Tuesday 11 th June 2024
Interview dates:	TBC
Reporting to:	Financial Controller
The team:	Operations – Finance
Key relationships:	
Overall purpose of role:	<p>We are looking for a Senior Finance Assistant to join our Finance team, a team which is vital to the Foundation’s ability to make an impact and improve health in Lambeth and Southwark. This role will enjoy a broad and interesting remit, and will provide essential support to the Finance team in its mission to process and report financial information of the highest quality.</p> <p>This is an excellent opportunity to join an experienced and growing team at an exciting time as we are in-housing the fundraising function and continue to develop innovative ways of working to support the organisation. The team is engaging, collaborative and supportive, as well as highly motivated and passionate about their work.</p>
Key responsibilities:	<ul style="list-style-type: none"> ● Payment process <ul style="list-style-type: none"> ○ Ensure appropriate approvals are in place prior to each payment in accordance with internal governance procedures. ○ Arrange weekly bulk and ad-hoc payments for all approved outstanding invoices, grants and commitments for the Foundation and its subsidiaries, from the appropriate bank account. ○ Ensuring all remittance advices are correctly send out to recipients. ○ Ensure all supplier’s bank detail changes are checked and verified. ○ Input all payments to the finance system accurately and in a timely manner. ● Investment ledgers input and maintenance <ul style="list-style-type: none"> ○ Input accurate investment pricing monthly to the investments schedules; and maintain the user profiles for investment managers’ investor portals. ○ Collect and file all investments statements to the appropriate files. ○ Assist with monthly property journals input. ● Accrual & Prepayment calculations and maintenance <ul style="list-style-type: none"> ○ Calculate and input accruals and prepayments on a monthly basis. ○ Maintain detailed records and documentation to support all accrual and prepayment entries, ensuring the accuracy and quality of the work and its compliance with internal accounting policies. ● Balance sheet maintenance and control

Personal attributes:

- Demonstrates excellent planning and organisational abilities, capable of managing multiple prioritised tasks, deadlines and objectives with great attention to detail.
- Dedicated to delivering responsive, consistent, and high-quality service to both internal and external stakeholders.
- A team player, skilled at fostering effective working relationships.
- Possesses strong interpersonal skills and effective communication.
- Eager to acquire and develop new skills while assisting peers in their learning and development.
- Committed to the principle of continuous improvement, ensuring attention to detail and adherence to due process.

How to apply

Thanks for your interest in working with us.

We're working hard to ensure we recruit great people and minimise unconscious bias in our selection process. To support this, our system anonymises applicants and we use a combination of your CV and role specific application questions to assess your suitability for the role.

To find out more about the role, please contact jobs@gsttcharity.org.uk