

Vacancy: Senior Finance Assistant (12-month FTC)

Reports to: Finance Manager

Team: Finance Team

Line Management Responsibility: n/a

Version Control: November 2025

Overview:

About us

At Guy's & St Thomas' Foundation, our mission is clear – 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 (12-month FTC)
Salary:	£30,000 - £34,000
Contract type:	Fixed term contract
Closing date:	30 th November 2025
Interview dates:	TBC
Reporting to:	Finance Manager and Core Teams Business Partner
The team:	Finance & Legal
Summary	The Senior Finance Assistant plays a critical role in ensuring financial transactions, records, and reporting processes are accurate, efficient, and compliant. This role focuses on oversight, review, and higher-level accounting support, particularly around reconciliations, payments, balance sheet management, and process integrity.
Key Responsibilities:	• Lead weekly payment runs: review approvals, process transactions, and dispatch remittances. • Review and approve bank reconciliations prepared by Finance Assistants • Manage and review balance sheet accounts, including aged items and reconciliation of all control accounts. • Oversee and maintain fixed asset registers and calculate depreciation. • Input and review month-end journals, including prepayments and adjustments. • Review and summarise accruals prepared by the Senior-Leaning Finance Assistant. • Support the month-end close process through variance analysis and management reporting. • Assist with preparation of management accounts, overhead reporting, and audit documentation. • Oversee compliance with VAT and internal control requirements. • Validate changes to supplier bank details and ensure controls are followed. • Mentor Finance Assistants and provide support for complex queries. • Maintain organised digital and paper filing systems in accordance with audit requirements.

	• Provide absence cover for transaction team members as needed. • Create and maintain nominal ledger codes and assist in updating budget structures. • Provide structured onboarding and training to new finance team members and ongoing support to existing Work environment The post holder should expect to: • Work in a hybrid hot desk environment, generally working 2 days a week in the London office and three from home. • Be responsible for the input and maintenance of databases and files relevant to the post requirements. • Will occasionally be required to attend events in the evening and at weekends. Role responsibilities are not exhaustive, and you would be reasonably expected to take on wider tasks that are commensurate with the level of your role.
Person Specification	Knowledge, experience, and qualifications: • Experience with finance systems (e.g., Access Financials) and intermediate Excel. • Strong understanding of transaction processing, reconciliations, and month-end accounting. • Excellent attention to detail and ability to handle complex processes. • Strong communication and interpersonal skills. • Proactive, organised, and committed to continuous improvement. • Experience with Partial VAT.

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