

## **Job Title: Finance Assistant - 12month FTC**

**Reports to:** Finance Manager

**Team:** Finance & legal - Finance

**Line Management Responsibility:** N/A

**Salary: £27,100.00**

**Version Control: January 2026**

### **Summary**

We are looking for a Finance Assistant to join our Finance team. The team is vital to the Foundation's ability to make an impact and improve health in Lambeth and Southwark. This role will sit in the transaction team supporting on Purchase and Sales ledgers, Bank recs, maintaining supplier records, processing invoices and expenses, supporting payment runs, and managing transaction data within the finance system. The role provides critical support to ensure accurate, timely, and high-quality financial processing. Our team is engaging, collaborative, and highly motivated.

### **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

Our family of brands includes:

**Job Description**

The opportunity	
<b>Job title:</b>	Finance Assistant - 12month FTC
<b>Salary:</b>	£27,100.00
<b>Contract type:</b>	12month FTC
<b>Closing date:</b>	23rd January 2026
<b>Interview dates:</b>	1 <sup>st</sup> Interview: Week commencing 2 <sup>nd</sup> February 2 <sup>nd</sup> Interview: TBC
<b>Reporting to:</b>	Finance Manager
<b>The team:</b>	Finance & Legal - Finance
<b>Key relationships:</b>	Finance, Legal, People & Culture, Charities, Impact on Urban Health & Endowment
<b>Overall purpose of role:</b>	<p>We are looking for a Finance Assistant to join our Finance team. The team is vital to the Foundation's ability to make an impact and improve health in Lambeth and Southwark.</p> <p>This role will be primarily responsible for maintaining supplier records, processing invoices and expenses, supporting payment runs, and managing transaction data within the finance system. The role provides critical support to ensure accurate, timely, and high-quality financial processing.</p> <p>Our team is engaging, collaborative, and highly motivated</p>
<b>Key Responsibilities :</b>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Maintain supplier records including validating and updating bank details, contact information, and remittance addresses.</li> <li>• Monitor the Finance Department mailbox and in-tray, responding and redirecting queries as appropriate.</li> <li>• Process financial transactions including supplier invoices and staff/credit card expense claims in accordance with agreed processes and deadlines.</li> <li>• Support preparation and batching of weekly and ad-hoc payment runs, ensuring proper documentation is attached and ready for approval.</li> </ul>

Our family of brands includes:

- Complete bank reconciliations and assist in routine reconciliations of supplier accounts, and other control accounts under the guidance of the Senior Finance Assistant.
- Maintain accurate and organised filing (electronic and paper) for all processed work.
- Assist with audit and reporting tasks by retrieving and preparing documentation as required.
- Provide cover and support across other transactional processes during peak times or absences

- **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

What we're looking for	
<b>Experience:</b>	<b>Essential Experience</b> <ul style="list-style-type: none"><li>• Basic to intermediate Excel skills (Essential)</li><li>• Good understanding of bookkeeping and accounting principles</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Experience with finance software - ideally Access Financials</li><li>• Salesforce experience</li></ul>
<b>Skills, abilities, and knowledge</b>	<ul style="list-style-type: none"><li>• High attention to detail and commitment to data accuracy</li><li>• Strong planning and organisational skills, with ability to manage deadlines and multitask</li><li>• Effective communicator with good interpersonal skills</li><li>• Adaptable, proactive, and a self-starter</li><li>• Team player who can support cross-functional collaboration</li><li>• Eager to learn and contribute to continuous improvement of finance processes</li></ul>
<b>Personal attributes:</b>	

Our family of brands includes:

## 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](mailto:jobs@gsttcharity.org.uk)

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