

The Garwood Foundation

Admin/Finance Assistant (part-time – up to 20hrs pw)

Job Description

The Garwood Foundation provides a range of exemplary education and care services to people living with disabilities. primarily in the Croydon, Sutton and Bromley areas. We run the Rutherford School for students who have Profound and Multiple Learning Difficulties, the Bramley Hill Day Centre, Jean Garwood House Care Home. We are funded through local authority grants and contracts, by community and trust fundraising, and by two charity shops (retail).

We are looking for an Admin/Finance Assistant to support our Finance Manager.

The responsibilities of the admin/finance assistant include processing payments, bank reconciliations, updating financial records, and managing invoices. Within your varied role, it is also likely that you will have an interest in our retail arm.

To be successful it would be helpful if you have knowledge and/or experience of bookkeeping and accounting principles and a working knowledge of accounting software. In particular we are interested in applicants who have experience and competency in using Sage accounting software. However, we will also consider applications from people with integrity, competency with numerical data, good organisational skills and a willingness to learn quickly.

This role is part-time (up to 20 hrs per week), office based, up to 5hrs a day, four days a week. Salary: £11.95 per hour.

How to apply: - for an informal discussion please contact Miss Vicki Sandlan, Finance Manager, on 0208 406 8226 (direct) or 0208 688 7560 (switchboard). Applications can be made by sending a CV and covering letter by email to Vicki at finance.manager@garwoodfoundation.org.uk

Admin/Finance Assistant Responsibilities:

- Data entry onto Sage
- Bank reconciliations
- Creating, sending, and following up on invoices.
- Dealing with purchase ledger queries
- Collecting and reviewing data for reports.
- Suggesting improvements in accuracy, efficiency, and reducing costs.
- Filing
- Supporting the Finance Manager in other tasks as requires

Finance Assistant (Essential and Desirable):

- Excellent knowledge of Sage accounting software – **D**
- Knowledge of MS Excel - **E**
- Knowledge and experience of bookkeeping - **D**
- Good organizational skills - **E**
- Strong analytical skills - **E**
- Meticulous - **E**
- Excellent time management skills – **E**