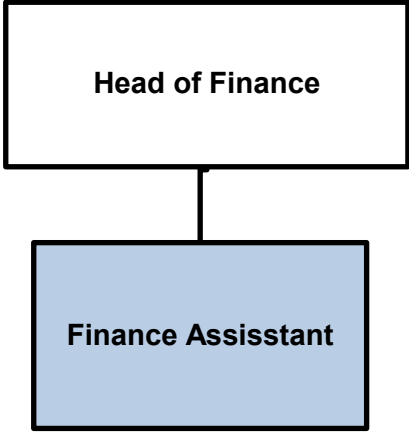


STEM Learning Limited

| | |
|--|---------------------------------------|
| 1. Role Particulars | |
| Role Title: Finance Assistant | Reports to: Head of Finance |
| 2. Organigram | |
|  <pre> graph TD A[Head of Finance] --> B[Finance Assistant] </pre> | |
| 3. Key Results / Accountabilities expected from role <p>The main purpose of this position is to assist the Head of Finance in delivering a lean, effective finance function to support the wider organisation.</p> <p>The post holder will report to the Head of Finance and will work closely with the Management Accountant and will play a key role in this small finance team in helping provide a responsive, high quality financial service for both internal and external customers of STEM Learning Ltd and ECT.</p> | |
| 4. Key Accountabilities of the role <ul style="list-style-type: none"> • Supporting timely and accurate management and statutory reporting by supporting the month-end close process including processing month end journals, accruals, prepayments and reconciliations • Processing sales orders/invoices/credits/receipts, including banking amounts received • Processing purchase orders/invoices/expense claims/credits/payments, including cheque, BACS and credit card payments • Maintaining customer and supplier records • Processing subsidies and weekly BACS run payments. • Processing of accounts journals • Assistance in preparation of programme claims and tracking of performance against funding profile • Support stakeholders to update quarterly programme and departmental forecasts • Assistance in development of accounting system, processes and reporting • Assisting the Management Accountant with ENTHUSE Charitable Trust tasks, including payments and monthly management accounts. • Dealing efficiently with internal/external accounts enquiries and information requests including support for budget holders and external audit support • Ad-hoc analysis and reporting as required | |

5. Key Challenges faced in the role

N/a

6. Any other information (particular reference to planning (nature and impact), scope of impact).

N/a

7. Experience and Expertise***Essential (in order of importance)***

- Experience of working within a finance team at a hands-on transactional level
- Excellent IT skills, with experience of using finance software, MS Office and databases
- Numerate & analytical
- Hard working, attentive to detail, conscientious and a completer-finisher
- GCSE English and Mathematics Grade A – C or equivalent
- At least two years' computerised accounts processing experience based in a business or educational environment
- Ability to multi-task and cope with conflicting demands, while working to deadlines
- Confident at working on your own initiative but also able to work as part of a team
- Willingness to undertake further training as appropriate.
- Part qualified with a recognised professional accountancy body e.g. AAT, CIMA, ACCA

Nice to have

- Experience of using Microsoft Business Central
- Knowledge of web-based applications

8. Location

York – Office based, full time.