



WHO WE ARE

Enable Leisure and Culture is a registered charity established in October 2015, employing approximately 300 staff, to manage leisure, sports, arts and cultural services for Wandsworth Council. We're an organisation committed to 'doing things differently', putting health, wellbeing and community at the centre of everything we do.

WHO WE ARE LOOKING FOR

We require an experienced, enthusiastic and self-motivated finance assistant to join our small finance team. The ideal candidate will have experience working in a Finance environment with exposure to accounts receivable, accounts payable and management accounting. Excellent attention to detail and the ability to multi-task.

Regular duties would initially consist of, but not be limited to, the below. They will be reviewed on a regular basis to ensure they are in line with development needs.

Vacancy Title: Finance Assistant

Duration: Permanent

Salary: £27,597 - £33,435

Vacancy Full Description:

The role will be carried out in the finance department, at our headquarters, which is currently situated in Wandsworth Town.

- Daily bank reconciliations
- Petty cash management
- Process supplier payments
- Assist with month end process
- Balance sheet reconciliations
- Processing accrual and prepayment journals
- Cash flow forecasting
- Resolving supplier/client queries
- Producing regular reports for budget managers
- Assist with year-end audit
- Providing support and training to junior assistant
- Providing cover in Finance Managers absence, including managing month end
- Assisting junior assistant with processing purchase/sales invoices when required
- Cover junior assistant's role in their absence
- Ad hoc finance tasks

Skills and Abilities:

- Excellent IT skills and confident in the use of Microsoft Excel
- AAT qualified, or similar level qualification is desirable, but not essential as part-qualified by experience will be considered
- Previous experience using Xero desirable, but not essential as full training will be given
- Strong attention to detail and able to produce work with a high level of accuracy
- Good problem-solving ability

- Good written verbal and communication skills
- Ability to prioritise

WORKING HOURS, BENEFITS, TERMS & CONDITIONS

Contractual hours are 40 per week. Office hours are 9am to 5.30pm, with half an hour for lunch.

- 25 days holidays
- Cycle to work scheme
- Company pension
- Season ticket loan
- Staff treats
- Wellbeing activities
- Free gym membership