



**FINANCE ASSISTANT (Part-Time)
£21,000 Pro-rata**

Are you:

- Motivated and flexible with a keen interest in Accounting?
- Highly numerate with excellent attention to detail?
- Proficient in Microsoft Office with strong excel skills?

Would you like to:

- Forge a career in a dynamic, progressive organisation?
- Receive training and develop in-depth knowledge of payroll administration?

...then we would like to hear from you.

Who we are and what we do:

UK NARIC is the UK national agency for information and expert advice on international qualifications and the global leader in skills assessment and credential evaluation. We help make sense of international qualifications and support a range of clients including individuals, universities and colleges, awarding bodies and government ministries.

The role

- Payroll input, reconciliation, monitoring during month, posting to accounts
- Pension – input, checking, upload
- Month-end – journal input, accruals, prepayments, Fixed Assets & depreciation
- Cover for sales ledger and purchase ledger
- Support to teams with grant financial work and audits
- Provide support for monthly reconciliations of balance sheet accounts, analysis of costs and overheads and allocation to correct departments
- Analysis and investigation of credit card payment issues (e.g. chargebacks)
- Other ad-hoc tasks as directed by manager

The requirements

- Minimum 3 'A' Levels and 5 GCSEs including Maths and English
- Minimum 1 year of finance experience
- Able to create reports, spreadsheets and analyse figures in Excel
- Methodical and highly organised with meticulous attention to detail
- Able to manage a busy workload
- Experience of working to strict deadlines and high quality standards



Benefits

- 25 days annual leave plus bank holidays. Pro-rata for part-time employees
- Company Pension scheme, the Company will match employee contributions up to a maximum of 6% of basic salary.
- Life assurance of 3 x basic salary for members of the pension scheme.
- Bupa Private Health Care Scheme with employee contribution.
- Employee Assistance Programme

Salary: £ 21,000 pro-rata per annum
Office Location: Cheltenham, Gloucestershire, UK
Hours of work: 20 Hours per week over 5 days

Please note: All applicants must hold a current permit or visa showing their right to work in the UK.
To apply : Email your CV to recruitment@naric.org.uk