

**Job Title:** Finance Administrator – Maternity Cover  
**Location:** Aspire House, Eastleigh  
**Working Hours:** 37 hours per week  
**Working Pattern:** Hybrid – Office (Tues/Weds), Home (Mon/Thurs/Fri)  
**Salary:** £24,965 per annum  
**Length of Contract:** 1 Year as Maternity Cover

Vocational Training Charitable Trust (VTCT) is a specialist awarding organisation (AO) and current market leader in the Hair and Beauty sectors. Launched in 1962, it offers vocational and technical qualifications, including apprenticeships, in a range of service sectors. We work with several other brands under the VTCT umbrella, Skillsfirst, supporting the Early Years, Business and Management and Health and Social Care sectors and ITEC, our premium brand taking the organisation to a global field.

We are always looking out for exceptional talent to join us; so if you are passionate about education and want to work in a vibrant environment with people who believe in our mission to advance education for the public benefit, please apply and support our charitable objective; the advancement of education in the UK and internationally.

The Finance Assistant works to support the Management Account to provide an accounting and bookkeeping service across the Assessment Group. As this is a temporary role it would be ideal for someone between positions looking to solidify their experience giving them time to find their next opportunity.

Our core values can be found on our website: [https://www.vtct.org.uk/wp-content/uploads/2022/05/Strategy-2021\\_v0.25-FINAL-1.pdf](https://www.vtct.org.uk/wp-content/uploads/2022/05/Strategy-2021_v0.25-FINAL-1.pdf)

**Benefits** (*Please enquire if you would like more information about these before you apply*):

- 26 days prorated annual leave. With an extra day for your birthday
- Life assurance 4\* salary
- Flexible working arrangements
- Enhanced sick pay benefits and enhanced pension contributions
- Retail discount offers
- Cycle to work scheme
- Employee assistance programme
- Wellbeing initiatives and support
- A vibrant array of social opportunities
- Free parking, free tea and coffee and free fruit!
- Healthcare services worth up to £1,400 and access to 24/7 GP services
- Regular massages for office staff
- Wide array of training and development opportunities.

**Principal Responsibilities include** *(Full job description is available upon request):*

- Entry of Purchase Orders on the finance system
- Ensuring supplier invoices approved in line with Company Policy and enter approved supplier invoices on Purchase Ledger, accounting for VAT as required
- Maintaining the Purchase Ledger authorisation specimen signatories list
- Managing bank payment of approved supplier invoices within the payment terms and send remittances.
- Inputting bank entries to finance system.
- Monthly reconciliation of designated bank accounts.
- Monitoring of the accounts inbox.
- Importing and generation of invoices for the Sales Ledger
- Filing accounts documents efficiently and effectively to ensure that it is easily retrievable if required by the Auditors etc.
- Assisting with internal and external audits.

**Essential Criteria** *(as part of our commitment to support people with disabilities, anyone with a registered disability who meets this criteria will be offered an interview):*

- 2 years' experience working in Finance
- Intermediate knowledge of Microsoft Excel, with experience using higher level functions
- Excellent computer skills and attention to detail
- Good analytical, problem solving and communication skills
- Experience processing invoices with +£1m expenditure per annum

**Desirable Criteria:**

- Recognised accountancy qualification (AAT)
- Experience using the following functions – Vlookups, Sumifs, Pivot tables

Please submit your CV and a covering letter (optional) to [recruitment@vtct.org.uk](mailto:recruitment@vtct.org.uk) to start the application process. Once you have applied we will get in touch after the advertising has closed to let you know if you have been shortlisted for interview. If you are not contacted after this time you should assume you were not successful this time; we cannot give feedback on this due to the volume of applications.

**Application closing date:** 5<sup>th</sup> September 2022

**Interviews for this role are ongoing throughout the application timeframe and beyond**

We reserve the right to close this advertisement early if we receive a high volume of suitable applications.

The group of VTCT companies includes: the charity VTCT through which main Board business and governance is transacted; Skillfirst; and EMS Ltd, t/a ITEC, a wholly owned trading subsidiary of VTCT.