

Job Title: Finance Assistant
Location: Eastleigh Hampshire
Salary: £22,500

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.

More than 1700 approved centres work with VTCT, and the ever-expanding list extends across the UK, Ireland, and the rest of the world. Its acquisition of the internationally recognised examination board ITEC and education technology specialists Digital Assess, in 2016, added to VTCT's specialist offering.

Reporting to the Head of Finance.

Principal accountabilities include:

- Review of qualification sales against pricing agreements, making amendments as necessary and their subsequent import in to the finance system.
- Creation and sending of invoices/credit notes on financial system.
- Issuing monthly statements to centres.
- Dealing with customer account queries as and when they arise and liaising with teams internally to ensure that queries are resolved efficiently and effectively.
- Ownership and creation of Price Lists for all products across both VTCT and ITEC brands.
- Managing details of customer discounts or pricing arrangements.
- Filing accounts paperwork efficiently and effectively to ensure that it is easily retrievable if required by the Auditors etc.
- Dealing with aspects of Credit Control including liaising with clients to ensure accounts are kept up to date and paid by the due date.
- Banking of all monies received and posting them onto the sales ledger including through online merchant channels (PayPal / World Pay) and direct cash / cheque receipts.
- Inputting of BACS payment receipts in to the financial system and allocating to customers as applicable

We are seeking candidates with:

- Good accountancy/bookkeeping knowledge and understanding
- Excellent computer skills with minimum intermediate knowledge of Microsoft Excel
- Accurate and numerate
- Good analytical and problem solving skills combined with attention to detail and good communication skills
- Ability to prioritise and meet deadlines
- Discretion
- Experience processing invoices for an organisation with income >£1m pa
- A background of working within a Finance department in a commercial organisation for at least 3 years or alternatively a mix of practice and industry experience
- GCSE or equivalent, C or above in English and Maths

It would be desirable if the candidate had:

- Excellent Excel ability including PivotTables and Graphs
- Good knowledge of Microsoft Word
- AAT Level 3 Qualified Accountant



If you wish to apply for this exciting opportunity, please send your details with a comprehensive CV including full work and educational history to recruitment@vtct.org.uk

Closing date: Midnight on Sunday 11 March 2018.

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

