



Job title: Assistant Accountant

Location: Remote working in the UK

Responsible to: Group Financial Controller

Salary: £28,000 - £35,000 per annum based on experience (plus £2,500 if applicable)

Contract: Full time, 37 hours a week

Closing Date: Monday 26th September at Midnight

Interview Date: Week commencing Monday 26th September 2022

Please apply as soon as possible submitting your CV and a one page covering letter which outlines your specific interest and ability to successfully fill this role, as well as your salary expectations and current notice period.

Please note, if you do not provide a covering letter your application will not be considered.

Why us?

Speakers for Schools are a dynamic, swift-moving and fast-growing charity. We are on a mission to support a million young people across the UK annually by 2023. Having taken the first steps on the road to achieving this, our team has doubled in size in the past year. This has supported 278% growth in our Experience programme and 10% growth in our Inspiration programme during the past 12 months.

We want to level the playing field, making sure that all young people can access inspirational opportunities and experiences to fuel their ambition.

We are united and unique in our mission to transform lives through raising aspirations of millions of young people every year. Each year, 1,500 senior leaders, celebrities and industry experts deliver a difference to by sharing their story with students in schools and colleges in every corner of the UK. We connect employers such as Disney, The Bank of England, Spotify PwC and almost two hundred others to communities to provide access to the top opportunities for all across the UK. With us, you will be part of inspiring a generation to reach higher, broaden horizons and get equal access to the top.

To keep growing our charity and our impact, we need top talent and we are committed to treasuring, developing and supporting them to thrive within their roles.

Speakers for Schools Values

PASSION:	We are committed to levelling the playing field for young people across the UK, creating social mobility and tackling disadvantages.
AGILITY:	We challenge our ideas of what is possible in order to better meet the needs of those we support. We are human, make mistakes, learn, evolve and adapt.
INTEGRITY:	We act with empathy and bring our authentic selves to work every day. We value and respect the talent, time and intentions of those we work with.
COLLABORATION:	We are one team with one mission and only by working together can we deliver better outcomes for young people. We support each other unconditionally and feel motivation in shared success as well as individual progress.
DIVERSITY:	We know it takes people with different ideas, strengths, identities, interests, and cultural backgrounds to make our organisation succeed. We encourage constructive debate and critical friendship.

Role Summary

Responsible for the efforts and results of the financial department. Reporting to the Finance Business Partner and Financial Controller in regard to all financial and accounting activities. Overseeing financial department staff in day-to-day operations.

Key Duties / Responsibilities

Purchase ledger and cash book

- Enter all invoices and credit notes onto the Xero system in a timely and accurate manner, with appropriate descriptions
- Enter all payments and receipts into the Xero system daily
- Review and process staff expenses in Dext
- Manage the reconciliation of all bank accounts (daily) and company credit card bills (monthly)
- Arrange for invoice approvals in a timely manner
- Manage fortnightly payment runs
- Maintain the supplier records on the system
- Help colleagues with Click Travel expenses and credit card booking

Month-end pack assistance

- Maintain the fixed asset register and post depreciation journals
- Perform bank and credit cards reconciliations
- Maintain the prepayments schedule and post prepayment journals
- Accurately reconcile the balance sheet within defined timescales

Other duties

- Provide ad-hoc reporting to the Finance Business Partner and/or Financial Controller as required
- Be the point of contact internally and externally during the Finance Business Partner's absence
- Collaborate and communicate regularly - be visible to the business stakeholders
- Set up in Dext and Click Travel new starters

Key skills and experience:

Essential: -

- Working experience in accounting function or, ACCA/ CIMA part - qualified or equivalent
- Solid background in SME or charity bookkeeping
- Very good Microsoft Office skills (Excel skills will be an advantage)
- Experience in successful cross-functional working with people at different levels
- Willingness to use initiative to resolve issues and seek solutions
- A desire for continual improvement, embracing technology and driving efficient ways of working

Desirable: -

- Practical experience Xero.
- Practical experience Dext and Salesforce

Benefits offered at Speakers for Schools:

- 25 days annual leave plus bank holidays
- Morning of your birthday off
- Pension scheme
- 3 voluntary days per year
- Wellbeing programme
- Enhanced maternity/paternity/adoption package
- Subsidised office furniture
- CharlieHR perks
- Perkbox
- £500 a year training allowance

Diversity at our core

Speakers for Schools is an equal opportunity employer. We are committed to encouraging equality and diversity among our workforce and eliminating discrimination. Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best

Disability Confident Employer

Speakers for Schools are glad to be Disability Confident Employers. This means that if you have a disability and you meet the minimum criteria for the role you will be invited to interview.

Please note that in certain recruitment situations, such as a high number of applications and seasonal and high-peak times, Speakers for Schools may limit the overall number of interviews offered to both disabled people and non-disabled people.

We usually ask for a CV and covering letter to be submitted as part of the application process. However, we understand that this is not always accessible to everyone, so we welcome video and phone call applications as alternative ways to apply. For additional information or support, please contact us.

How to apply:

Please apply as soon as possible submitting your CV and a one-page covering letter which outlines your specific interest and ability to successfully fill this role, as well as your salary expectations and current notice period. **Please note, that if you do not provide a covering letter your application will not be considered.**

Appointees are subject to a successful DBS check, as contact with young people is likely.

You must have the right to work in the UK to apply.

The Journey to joining Speakers for Schools:

The closing date for this role will be **Monday 26th September at Midnight.**

Successful candidates will be invited to interviews on the week commencing Monday 26th September. Please try to be available this week as alternative dates may not be possible.

Our new team member will start ASAP.

If you have not heard from us two weeks after the interview date, please presume your application has been unsuccessful.