

Finance Assistant Role

35 hour per week

Salary: £17,072 - £21,000

CHICKS is a national children's charity providing free respite breaks to children aged 8-15 from all over the UK who would really benefit from a break from their home lives.

The charity began in 1992. Since then we have provided over 15,600 children with a much-needed break.

After an incredibly exciting period and a recent move to a new office location in Buckfastleigh, we are seeking a Finance Assistant for a role within an expanding finance/people management team.

This role is key to the organisation, reporting to the Finance Manager and ensuring the smooth every day running of the charity's finances.

Our ideal Finance Assistant is someone who can:

- Process all financial information using Sage 50
- Be the first point of contact for external finance queries via phone and email
- Maintain an internal purchase order system
- Prepare and input journals
- Manage a number of tasks simultaneously
- Complete general administration tasks utilising Microsoft office products
- To be successful you will need to be:
 - A self-starter who is proactive and with a can-do attitude.
 - Exceptionally organised and able to set internal deadlines.
 - A team player who can build relationships and be adaptable.
 - A good communicator who can work under pressure, prioritise and adapt to change.
 - Deadline orientated with the ability to stick to time constraints.

This is an excellent opportunity for someone with a strong work ethic looking to work in a fast-paced environment. A formal finance qualification is not fundamental for this role as training opportunities will be available for the right candidate. Due to the location of our office and retreats, a full UK Driving Licence would be beneficial.

What's important to us?

We believe every child has the right to make positive childhood memories. A CHICKS break inspires new confidence and gives children the chance to have fun, enjoy new experiences and relax. More than anything, it gives them the chance to just be children.

Why would you want to work with us?

On top of a competitive salary we offer a great working environment that includes free parking and an onsite gym. We offer enhanced annual leave and sick pay provisions with loyalty schemes and always look to develop our team with training opportunities.

If this sounds like the role for you:

Please apply to Sarah Smith, Chief Operating Officer by attaching your CV and a covering letter outlining why you feel you would be an asset to our team.

If you still need more convincing, feel free to take a look at our website.

Closing date for applications is 12pm, Thursday 13th June, although we don't like to hang around, so applications may be reviewed as soon as we receive them.

Interviews will take place on 26th and 27th June.

Short listed candidates will be asked to complete an application form prior to interview, in line with our Safer Recruiting Procedures.

Please note that we may not be able to get back to you individually, if you have not heard from us by Tuesday 18th June then unfortunately you have not been successful.

No agencies please.