



Camphill School Aberdeen

Finance Assistant

Our Mission is to create a community where Children and Young Adults can live, learn and work in an integrated community based on mutual respect and unfolding of individual potential

Post:	Finance Assistant
Service:	Finance
Line Manager:	Senior Accountant
Salary Range:	£11.50- £13.00 per hour
Hours:	20 hours per week

Job Dimensions–To provide support to the Finance team ensuring all tasks are carried out in a timely and accurate manner and in accordance with procedures.

This post requires:

- Previous experience in a finance role
- Sound knowledge of Excel

Desirable for post:

- Accountancy qualification to HNC/HND level or time qualified
- Knowledge of Sage accounting packages

For more information, please visit our website
www.camphillschools.org.uk



Camphill School Aberdeen

Key Responsibilities

- Process purchase invoices and preparing weekly payment runs.
- Posting bank transactions within Sage
- Reconciliation of supplier statements.
- Communication with suppliers as required.
- Processing journal entries as required within Sage 200.
- Working with spreadsheets, sales and purchase ledger and journals.
- Preparation of bank payments for authorisation on a weekly/ monthly basis.
- Filing and archiving records as necessary.
- Any other ad hoc tasks as required.

Accountability

- Ensure all relevant and current CSA H&S policies are understood and that it is known where to access these, and further information, should it be required
- Comply with the CSA Health and Safety policies, including Fire Precautions and Prevention

Personal Qualities and Aptitudes

- Proactive approach to work
- Ability to work as part of a team
- Good attention to detail and accuracy
- Organised and reliable

For more information, please visit our website

www.camphillschools.org.uk