

Role: Finance Assistant

Location: Remote

Salary: £27,000 (dependent on experience)

Package: Pension, Flexible leave, Death in Service benefit, flexible working

Working Hours: Full time

Do you want to be part of a rapidly growing organisation that is transforming the way that vocational learning is delivered across the UK?

Do you want to do all this in a highly flexible working environment including the opportunity to occasionally work from home and plan your time around your other commitments?

You will join a company which is breaking new ground and offering a more intelligent, dynamic, and achievable way of developing people through a world class programme of vocational learning. Corndel delivers a range of programmes, including Leadership and Management, Project Management, Data Analytics, DevOps, Software Development and Fundraising.

Role

Corndel is seeking a hard working individual to join our Finance Team reporting directly to the Management Accountant. Experience of bookkeeping is a plus, but we are open to training someone with the right abilities and attitude who is either starting their career or looking for a career change.

As the Finance Assistant you will:

- Check expenses are for business use and correctly submitted;
- Check and process invoices received by our suppliers (purchase ledger);
- Create lists of suppliers and expenses to be paid by the Financial Controller / Senior Management Team;
- Chase approvals of above suppliers and expenses from approved authorisers;
- Reconcile payments on the bank account statements against our supplier invoices;
- Submit payments for Approval via the Barclays web interface;
- Ensure all of our assets such as laptops are correctly registered in our records;
- Help other new staff get setup for finance processes: expenses, accounting and purchase order systems
- Liaise with other staff members & external customers & suppliers to resolve queries that transpire within the finance function
- Credit control – chasing outstanding commercial invoices for payment;
- Month end reconciliations & journal posting
- Aid in external audit process

About you

- GCSE (or equivalent) Maths and English Grade C / 5
- Emotionally intelligent
- Attention to detail
- Numerate

- Strong sense of integrity
- Hard-working / self-starter / ability to work autonomously
- Strong organisational skills
- Team player
- IT literate
- Interested in a career in Finance.

Corndel is committed to building a brilliant team that is inclusive in its culture, and values diversity so that we can best serve the needs of the learners and clients that we support. We strive for equality of opportunity in all that we do and actively encourage applicants from all groups and backgrounds to apply for this role

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