



Finance Assistant, Glasgow

21 hours per week

£16,975 (point 13 on the scale 13 - 17)

20 days holiday in the first year rising to 30 days thereafter; 12 public holidays per annum

5% employer pension contribution from 3 months' service

Allowances, entitlements and salary are pro-rata

Early Years Scotland is the leading national organisation that invests in our youngest children pre-birth to 5. We deliver and support high quality Early Learning and Childcare for children and families across Scotland. We take a two generation approach to early intervention and prevention and strive to support Early Learning and Childcare settings, families and communities to achieve the very best possible start for Scotland's children.

This is the ideal time to join us as our horizons are rapidly broadening in a phase of expansion bringing unprecedented opportunities and we are currently looking for an enthusiastic and experienced **Finance Assistant** to join our lively finance team based at the Early Years Scotland Main Office in Glasgow. You will be a first class communicator who is confident working independently while being comfortable, eager and willing in a team context.

What skills does the post require?

You will be a highly numerate person with an eye for detail who is comfortable and experienced in book-keeping and financial recording procedures.

Duties will include:

- Purchase and Sales ledger
- Processing all income and expenditure through Sage Accounts in line with company processes
- Cash handling, banking and petty cash
- Working as an integral member of the Finance Team
- Back up and occasional processing of payroll

You will bring:

- Competent bookkeeping knowledge, experience and expertise
- Experience using Sage 50 Accounts, or similar, and accessing helpline support
- An understanding and reasonable experience of payroll processes
- Experience using internet banking
- Cash handling, banking and petty cash procedures
- A commitment to the highest standards of reliability, honesty and confidentiality

Qualifications

Although there is no requirement for a specific qualification, any relevant, recognised qualifications will be valued.

Closing date for applications: 30th October 2017

Interviews: 9th November 2017

Application Packs and full post information can be found at the Early Years Scotland website

<https://earlyyearsscotland.org/about-us/job-vacancies> . Please **do not send CVs** as only completed EYS application forms will be considered. For more information or queries, please telephone 0141 221 4148.

This is a re-advertisement; previous applicants need not apply as they will be taken into consideration again.

Early Years Scotland is an Equal Opportunities Employer