

## ACCOUNTS ASSISTANT

**Salary: £21,500 - £25,000** (pro rata, per year, depending on experience)

**Contract: permanent, minimum of 30 hours per week**

**Location: Hackthorpe, near Penrith**

### Job description

---

#### In a nutshell...

As accounts assistant, you'll provide all round support to our finance team. You will be part of a team of four who oversee and maintain all aspects of the finance function at Outward Bound. You will be responsible for the purchase ledger and maintenance of a cash book as well as helping with all tasks in a finance function and associated administrative jobs.

#### Here's a bit more detail...

##### Purchase ledger

- Entry of purchase invoices received for our head office and fundraising departments, also overseeing invoice entries from our centres.
- Assist with the roll out of Outward Bound's new digital input process, reviewing entries before they're transferred to our accounts package.
- Create monthly payment runs making sure we keep to credit terms.
- Complete the month end process including reconciliation of the ledger.

##### Cash books

- Maintain the cash book for our subsidiary company in Excel and posting entries in the accounts package.
- Complete regular bank reconciliations.

##### General accounts and office administration

- Look after the administration regarding our vehicle leases and assist at vehicle renewal.
- Various accounts tasks such as liaison regarding company credit cards, producing sales invoices for fixed asset sales, maintaining the petty cash for the Hackthorpe office.
- Various administrative tasks including, recording data for our carbon footprint, incoming and outgoing post for Hackthorpe, supporting team members as required.
- To be an active member of the department and contribute to our goals and objectives.

### Person specification

---

#### Skills and knowledge

You'll need:

- Previous experience of working in an accounts office and with an accounts package including reconciling purchase ledger and cash books
- Good Microsoft Office skills and experience in using Excel, Word and Outlook
- Excellent level of numeracy and literacy
- Good working knowledge of VAT (desirable)

#### Behaviours and attributes

- Ability to work unsupervised and on own initiative
- High level of accuracy and attention to detail
- Good planning and time management skills
- Calm, courteous and professional manner with good communication skills

## If we offer you the job

---

There is a three-month probationary period from your start date.

The post holder will also be required to undertake an enhanced disclosure under the Disclosure and Barring Service.

## Salary and benefits

---

Starting salary £21,500 – £25,000 (dependent on relevant experience) pro rata, for a minimum of 30 hours per week.

- Annual leave of 24 days, plus bank holidays (rising by a day a year to 30 days +BH).
- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance helpline.
- 8 weeks' sick pay at full salary in any 12 months.
- Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months' absence for up to 5 years, covered from start date.
- Personal Accident Insurance while at work or commuting.
- Cash plan healthcare (currently Medicash) on application after completion of probation.
- Pension Scheme (currently Standard Life): Auto-enrolment after three months.
- Berghaus uniform items provided. Also, opportunity to purchase Berghaus products at discount.
- Discounted course fees for family members.
- Cycle to work scheme.

## How to apply

---

If you have any questions about the job or our recruitment process please contact Ruth McCooey either by email [ruth.mccooey@outwardbound.org.uk](mailto:ruth.mccooey@outwardbound.org.uk) or telephone: 01931 740006

To apply for this job please send Ruth an email or letter (no longer than two sides of A4) saying why you're the person for this job as well as a copy of your up to date CV.

If you're shortlisted for the job, interviews will be held at Hackthorpe Hall, near Penrith, Cumbria, CA10 2HX.