

Job advert

Finance Administrator – Part-time 0.5fte

Context

INTO is an organisation working in partnership with leading British Universities and investing in the development of world-class international student centres. It specialises in preparing students for undergraduate and postgraduate study in the UK. INTO Centres deliver guaranteed progression to leading British undergraduate and postgraduate courses. Each Centre is managed by a joint venture management board on which INTO and the partner university are equal shareholders

INTO University of Stirling is seeking to appoint a part time permanent Finance Administrator based on weekly working hours of 18.75 over 4 days. The successful candidate will report directly to the Assistant Director of Commercial Finance.

Brief outline of the job:

The successful candidate will be assisting in managing the financial processes, relating to the day to day operations within the Centre which include but are not limited to, processing sales & purchase invoices, petty cash reconciliation, reconciling receivables control account, completing daily cash sheets and receiving payments from students.

Person Specifications:

Essential:

- AAT qualification or equivalent or the ability to demonstrate relevant skills through relevant experience.
- Exceptional attention to detail and a sound understanding of core accounting principles.
- Experience of working in a busy office environment.
- A proactive approach in responding to the needs of students and other staff and be able to work well with a team.
- Good IT skills.
- Excellent interpersonal, oral and written communication skills.

Desirable:

- Understanding/knowledge of working in an accounts department.
- Understanding of UK higher education and the needs and requirements of international students.

INTO UNIVERSITY OF STIRLING
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The logo for INTO, featuring the word "INTO" in a bold, white, sans-serif font, followed by a white circular icon containing two right-pointing chevrons.The logo for the University of Stirling, featuring the text "UNIVERSITY of STIRLING" in a white, serif font, with a small crest to the right of the text.

Salary

£17,000 - £20,000 per annum prorated, depending in experience.

Application Process

If you feel you have the necessary skills, experience and interest for this post, please email your CV with a covering letter saying why you are interested in working for INTO University of Stirling and why you are suitable for the position to Mary Donati at mary.donati@stir.ac.uk

The closing date for submission of applications is midnight on **Sunday 9 December 2018**. Interviews will be held on **Wednesday 19 December 2018**.

It is company policy to contact only those candidates who have been successful in being short-listed for interview. Should you not hear from us within one month of the stated closing date, please assume that your application has been unsuccessful.

"For further details, a full job description and a copy of our Candidate Privacy Notice see <https://intoglobal.com/jobs>

INTO is an equal opportunities employer.
INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure Scotland Protecting Vulnerable Groups (PVG) check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving. To find out more please visit www.into-giving.com.