

JOB VACANCY



CULTURE COVENTRY TRUST

Job Title

Finance Assistant

Description

About the role

This is an exciting opportunity for a Finance Assistant to join our small but busy team, to support the Management Accountant in the provision of quality financial management services to all Corporate Entities and to provide support and guidance on the financial administration of the trust's services.

We are looking for candidates who:

Are able to work on own initiative, works well under pressure, with a hands on approach in a busy finance office without compromising on accuracy, and are able to prioritise workload effectively to meet deadlines.

The successful candidate should have a sound understanding of all aspects of Finance including but not limited to posting purchase invoices and making supplier payments, raising sales invoices, bank and credit card reconciliations. A working knowledge of Sage Accounting Software is essential.

Reference Number:

CCT FA1

Closing Date:

30th May 2022

Department:

Finance

Hours:

37 per week

Rate of Pay:

Up to £21,906 per annum
depending upon experience

People from Black, Asian and Ethnically Diverse backgrounds, disabled, deaf and neurodivergent people are under-represented in our workforce, so we particularly encourage applications from candidates in these groups.

Benefits

- Great development opportunities
- FREE entry to venues
- FREE health and fitness membership*
- FREE health and fitness membership for a family member or friend*
- FREE uniform for applicable roles
- FREE training for applicable roles
- DISCOUNTS on Centre activities*

(*not applicable to casual workers)

Find out more:

For the latest job vacancies and application details visit www.cvlife.co.uk

If you have any enquiries, please contact our Human Resources Team by emailing vacancies@culturecoventry.com

Pride Passion Performance

Centre AT7 - Coventry Archives - Coventry Transport Museum - Herbert Art Gallery & Museum - Lunt Roman Fort - Mana Spa - Moat House Leisure & Neighbourhood Centre - The Alan Higgs Centre - The Wave - Xcel Leisure Centre

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