



**JOB TITLE:** Accounts Assistant

**Salary:** £16,781- £18,070

**Working pattern:** Full time

**Contract term:** Permanent

**Location** Kirkby in Ashfield

**The role:**

Working with the Finance Manager, your role will be to maintain Purchase Ledger, Sales Ledger and Cashbooks for central activities, the Trust's Trading Company and a school as well as supporting payroll during busy periods. You will be working with a range of stakeholders to provide a service and so the ability to work collaboratively and flexibly as part of a team is essential.

**The Person:**

To secure this role you must have experience of Purchase Ledger, Sales Ledger, Cashbook processing and Bank Reconciliation. A knowledge of Sage or similar software would be a distinct advantage. Experience of working in the education sector and payroll administration is desirable, but not essential, as your ability to learn quickly, rise to a challenge and deliver a first class service is more important to us.

**For more details and to apply for this role please visit:** [www.twocountiestrust.co.uk/vacancies.php](http://www.twocountiestrust.co.uk/vacancies.php)

**The closing date for applications is:** 5pm on 17th May 2018

**Interviews will be held on:** 23<sup>rd</sup> May 2018

We are committed to the safeguarding of all children and young people. Any offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure, two satisfactory references and successful completion of vetting procedures.

