**Job Title:** Finance Assistant

**Location:** OFG Head Office, Bolton (Hybrid)

**Reports to:** Revenue and Billing Manager

**Accountable to:** Revenue and Billing Manager – Blenheim, Senior Finance Manager, Financial Controller, Group Financial Controller, CFO

**About Us:**

At Outcomes First Group, we believe every child can thrive when given the right environment for success. As one of the world’s leading providers in our sector, we deliver exceptional, research-led education tailored to each individual, with smaller class sizes and personalised learning plans. Our vision is to empower every child with a world-class education that nurtures potential and inspires lifelong learning, our mission is to unlock that potential through personalised learning and opportunity, and our promise is simple: we listen, we work together, and we are accountable to one another to make the remarkable happen.

**Job Purpose:**

To provide support to the Revenue and Billing Manager along with the wider Finance Team. The Finance Assistant will be responsible for accurate recording of revenue for allocated schools whilst assisting with tasks within both accounts receivable and accounts payable to facilitate timely monthly reports and reconciliations. This is a great opportunity to gain exposure across some of the crucial departments in finance.

**Key Responsibilities:**

The Finance Assistant will be exposed to responsibilities including but not limited to:

* Responsible for the accurate recording of revenue for allocated schools within the division
* Assisting with the raising and posting of invoices to the ledger
* Assisting with debt collection
* Assisting with payment of invoices
* Processing monthly cash and bank reconciliations
* Preparing and processing journals and posting to the finance system
* Assisting the finance teams as required to ensure monthly accounts are completed in a timely manner
* Support the preparation of the audit packs prior to submission to the auditors
* Working closely with the shared service centre finance team to aid them with query resolution
* Working closely with the finance teams for any ADHOC projects

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

**Person Specification:**

As a Finance Assistant, you will need a data-focused approach with a high level of accuracy and attention to detail

To be successful within the role we are asking for the below essential criteria to be met:

* Experience of query management and resolution
* Highly numerate and accurate with handling financial data.
* Working knowledge of MS Office, including Excel to a good level.
* Minimum of 5 GCSEs, including Mathematics and English
* Professional demeanour, positive and flexible attitude, good inter- personal and communication skills.
* Ability to work under pressure and meet tight deadlines.
* Ability to work alone and tackle tasks proactively.
* Show good initiative and take ownership of tasks or issues.

**Standard Responsibilities:**

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within OFG Group are expected to be familiar with and adhere to;

* Participates in an annual performance review programme
* Works, at all times, in accordance with the policies and procedures of the OFG Group and statutory regulations applicable to the Group
* Observes, at all times, strict rules of confidentiality appropriate to the post
* To comply at all times with the requirements of Health and Safety Regulations to ensure their own wellbeing and that of their colleagues
* OFG Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this
* Undertakes other duties as assigned

**Experience in finance is preferrable**