

# JOB VACANCY



## CULTURE COVENTRY TRUST

### Job Title

Finance Assistant

### Description

#### About the role

We are looking 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, securing the most effective use of all financial resources available.

#### 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. A sound understanding of financial management policies and procedures and a sound working knowledge of Sage Accounting Software are essential, along with experience of managing accounts to book keeping standard, covering credit control, bank and credit card reconciliations and supplier payments.

#### Reference Number:

CCT FA

#### Closing Date:

12.00pm 18<sup>th</sup> October 2021

#### Department:

Finance

#### Hours:

37 per week

#### Rate of Pay:

£21,000 per annum

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](http://www.cvlife.co.uk)

If you have any enquiries, please contact our Human Resources Team by emailing [vacancies@culturecoventry.com](mailto: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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