



Job Advert

Job Title:	Bank Finance Officer
Job Reference:	FIT/2223/4245
Working Hours:	Casual hours
Salary:	£13.28 per hour
Location:	Blackheath, London, SE3 0PW
Closing Date:	Sunday, 29 May 2022
Interview Date:	Date to be confirmed

About Morden College

Morden College is a charity dedicated to supporting older people, providing them with residential care and residential nursing care if the need arises. We are a strong community, committed to enabling those we support to have the highest quality of life, for the rest of their lives. Our care services were graded Good in all 5 CQC inspection area ratings and we have been granted Hospitality Assured status.

We will provide you with free onsite parking and other benefits.

About the Role

We currently have a vacancy for a Finance Officer to join our Finance Department on a casual basis and assist with all elements of accounting including accounts payable and receivable and any other duties required by the Financial Controller. This role will expose the successful applicant to most areas of accounting and support them with their growth and personal development.

As Finance Officer you will help the team ensuring supplier invoices and statements are correctly administered; reconciling supplier accounts and resolving differences; dealing with supplier queries via telephone\email and resolving queries; preparing monthly payment runs via BACS, monthly invoicing and receipting, and ensuring the correct allocation of costs.

About You

We are looking for someone who is self-motivated, with excellent communication skills and good customer care skills, accompanied by an ability to re-organise plans to accommodate

emerging new priorities. We are also looking for someone who is able to work under pressure and unsupervised on their own initiative.

Experience of bookkeeping and working in a small team is essential to be successful in this role.

About Applying

To apply please visit our website <https://www.mordencollege.org.uk/workforus/>. To have an informal discussion about this opportunity please contact the HR Department by e-mail on recruitment@mordencollege.org.uk or by calling 020 8463 8364 / 020 8463 8363.

During the COVID-19 pandemic face to face interviews may be substituted by video conferencing interviews to respect social distancing and keep people safe.

The closing date given is a guide only. There may be some occasions where we might have to close a vacancy once enough applications have been received. It is therefore advisable that you submit your application as early as possible to avoid disappointment.

Due to high volumes of applications we are unable to respond to applicants whose qualifications and/or experience do not meet the minimum requirements for the post.

This post is subject to a Basic DBS check.

Morden College is an equal opportunities employer.