**Finance Assistant**

* **Salary:** £19,000 - £21,000 per annum dependent on experience
* **Location:** ME9 8JE Borden, Nr. Sittingbourne, Kent
* **Hours:** 9am – 5pm, Monday to Friday including one hour for lunch
* **Contract:** Permanent

*This is an exciting opportunity to work with By the Bridge with Cambian; an independent and leading fostering organisation with a unique therapeutic approach, providing high quality foster care for children of all ages and abilities.*

**The Role**

An opportunity has arisen for a full time Finance Assistant to join our busy finance team. This role has some key responsibilities but you will also be providing assistance and cover to all areas of the finance team, therefore gaining an opportunity to learn all of the functions of this busy department.

**You**

You will be a fast learner with excellent attention to detail. You will be methodical with excellent numerical skills and IT skills, including Microsoft Word, Excel and Outlook. Previous administration experience is essential, ideally in a finance team. Previous experience of Access Dimensions and CRM Microsoft Dynamics would be an advantage however training will be provided.

You will be highly organised, self-motivated and able to work unsupervised. You will also have excellent communication skills and a confident telephone manner with the ability to build rapport and maintain good working relationships. The nature of this role requires you to be adaptable and willing to work as part of the team and provide cover for different areas of the finance department; therefore flexibility is a must for this role. Initial training will be provided.

**The package**

We offer a salary of £19,000 - £21,000 per annum dependent on experience, private healthcare, pension, life insurance, generous annual leave, free parking and a great working environment.

Please note the successful applicant must agree to an enhanced disclosure under the Disclosure and Barring Service procedures (DBS). Employment will be offered to the successful applicant subject to a satisfactory disclosure report.

By the Bridge is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

By the Bridge is an Equal Opportunities Employer.