



**POST Title: Finance Administrator**

**Position: Full Time**

**Salary: £30,000 - £34,000 Finance Administrator (depending on experience)**

**Setting: Vacancies**

<b>Minik Kardes @ The Factory Children's Centre</b>	<b>Require 1 Finance Administrator</b>
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Closing date: Wednesday 13<sup>th</sup> July 12 noon 2022

Interviews commence week beginning: 18<sup>th</sup> July 2022

We are looking for a Finance Administrator for Minik Kardes @ The Factory Children's Centre based in Islington. Working under the leadership of the Director and Head of Nursery, the Finance Administrator is vital for providing valuable help throughout the centre. You will need to demonstrate excellent communication skills along with a knowledge of administrative and financial procedures. You will need to be qualified at AATQB status or qualified to ICB Level 3 or IAB Level 3 in Bookkeeping and Accounts or alternative equivalent qualifications and/or experience.

You must be proficient in using the SAGE software for our bookkeeping and you must have a good understanding of payroll calculations. You will be an organised and methodical person who can be flexible to the changing demands of a busy developing children's centre. You will also be required to cover reception in the absence of the receptionist.

Minik Kardes is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Service) with a barred list check is required for all successful applicants.

**All job offers are subject to the completion of suitable references, health and DBS check. The successful candidate will have access to in-house training and career development opportunities as well as external training opportunities.**

**Successful candidates will be notified of the time and date. We do not accept CV's.**

**The application pack can be requested at: [s.flaherty@mk-thefactory.org](mailto:s.flaherty@mk-thefactory.org)**