



The Architectural Association

FINANCE ASSISTANT

Salary:	£11,730 to £12,250 per annum (FTE £23,460 to £24,500)
Location:	London – Bedford Square; Hybrid - 1 day in the office
Department:	Finance
Reporting to:	Finance Manager (Transactions, Payroll & Pension)
Starting Date:	As soon as possible
Contract Type:	1 Year Fixed-Term - with the possibility to extend
Hours of work:	Part-time; 17.5 hours per week (0.5 FTE)

Role Overview

The Finance Department are responsible for delivering high quality, efficient services to ensure that the school is effectively financially managed. As a department, we deliver the full suite of finance services, including budgeting, reporting, compliance, tax, payroll, credit control, purchases and sales processing.

The Finance Assistant supports the team by undertaking a range of administrative and data entry tasks in relation to the sales ledger and purchase ledger systems.

Main Responsibilities

- Processing invoices and expense claims.
- Support the team by responding to enquiries by email or phone.
- Provide cover for the Finance Officer (Purchase Ledger) and Finance Officer (Sales Ledger) as appropriate.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

All staff must:

- Comply with all legislative and regulatory requirements (e.g. Finance, HR, Health & Safety)
- Adhere to the requirements set out in the AA Code of Behavioral Expectations and other institutional policies.

Person Specification

- Have excellent time management and organisational skills (Essential).
- Have excellent communication and customer service skills (Essential).
- Have excellent attention to detail, able to deliver consistently deliver tasks accurately and efficiently (Essential).
- Be a competent user of Microsoft Office, particularly Excel (Essential).
- Experience of maintaining accurate records in a database (Essential).
- Experience of working with accounting software (Essential), including Exchequer (Desirable).
- Experience of processing large volumes of financial transactions (Desirable).

Creative thinking and problem-solving are essential skills for AA employees. Ideal candidates will be high-energy individuals and team players.