

**JOB DESCRIPTION**

**Job Title:** Finance Assistant Trainee

**Responsible to**: Finance Manager

The Trainee position is an opportunity to gain training and hands-on experience over a 12 month period in all aspects of the transactional finance team within the National Film & Television School (NFTS). Key areas of the Finance Department and you will be exposed to are:-

**Purchase Ledger**

The Purchase ledger function arranges payment to external companies, visiting tutors and contractors for goods and services supplied to the School. Working with the Purchase Ledger Controller, activities you will gain exposure to are:

* Setting up new Supplier accounts in the Finance system
* Creating & issuing purchase orders
* Reconciling supplier statements
* Reconciling and following up on outstanding cash floats
* Matching Purchase orders to Invoices
* Posting Invoice’s onto the Finance System

**Sales Ledger**

The Sales ledger function deals with all payments due and / or received into the School. This may include payments from our students to settle their tuition fees, grant payments from government bodies and payment from companies to provide students with scholarships and bursaries. Working with the Credit Controller and Accounts Assistant, activities you will gain exposure to are: -

* Setting up new Sales Accounts
* Raising Sales invoices in the Finance System
* Recording and allocation of payments to the relevant Sales Accounts
* Contacting Debtors and students for overdue payments
* Sending out Statements to all Debtors on a monthly basis

**Day to day duties**

As an integral member of the Finance team there are a number of duties which you will be responsible for on a day-to-day basis. These include:

* Monitoring and responding to emails and post coming into the Finance Office
* Reconciliation of the School’s Bar and pool table takings
* Taking student and staff payments for Chiltern Rail tickets
* Keeping the filing system up to date and organised

**Person Specification:**

A team player who is organised, energetic, flexible and with the ability to multi task within a fast pace and busy department.

A basic understanding of Microsoft systems; experience of MS Excel and MS Outlook (or similar) would be an advantage.

A GCSE grade of D/3 and above in English and Maths

A passion for the film, TV and games industries, and a desire to assist students in their studies.

Keen to progress in a Finance career