

Future Leaders Charitable Trust Ltd.

Vacancy for **FINANCE OFFICER**

Permanent contract, full time or 4 days per week as candidate prefers

Future Leaders is an organisation committed to developing the next generation of head teachers for challenging urban secondary schools - people who will make a lasting difference to the lives of pupils from disadvantaged backgrounds. We have also just started to recruit teachers for the national Tomorrow's Heads programme, aimed more at primary schools.

We are a small but rapidly growing team, with a budget of £5 million per year. Our head office is in Central London, we have satellite offices in North West England and the Midlands, and we will be expanding to Yorkshire in 2010.

Future Leaders provides a highly motivating, professional environment in which to work. We obtain a good deal of support from our parent company, Absolute Return for Kids (see ARKOnline.org), a high-profile not-for-profit organisation with whose 100 or so London employees our team shares modern offices in the West End.

We are looking for a **Finance Officer** based in central London. Reporting to the Finance Manager, you will be responsible for smooth day-to-day financial processing, record keeping and administration.

Main duties and Responsibilities

- Processing purchase orders, invoices and payments.
- Dealing with payment queries.
- Checking expenses.
- Filing invoices and receipts.
- Checking external bookkeeper entries and reconciliations each month from our accounting package (currently Quickbooks) for management review.
- Entering data on the accounting system. We are likely to transfer our financial records to Financial Force, a new, cutting-edge system, in April 2010, when we will move bookkeeping in-house and train up the candidate. See www.financialforce.com.
- Supporting the annual external audit and the annual internal audit.
- Dealing with contractual paperwork.
- Gathering interest rate data for periodic treasury decisions.
- Keeping the basic asset register up to date.
- Contributing to policies and procedures.
- Contributing to regular management reports and meetings.

Requirements

The successful candidate must be:

- An individual with general finance work experience, either:

- a) studying towards AAT level 2 or above (for which we could offer support / study leave), or any other finance qualification,
- b) with substantial relevant financial work experience.
- Computer and IT-literate, with a strong basic understanding of MS Excel and Word, and preferably an accounting package such as Quickbooks or Sage.
- Able work under direction, but also unsupervised as necessary.
- Well presented, have an appropriate phone manner, and be personable in dealing with our partners, participants, coaches and suppliers regarding payment queries etc.
- Organised, thorough, quick to assimilate information, and able to focus well.
- Able to work under pressure and to tight deadlines on occasion.
- Interested in the mission and values of Future Leaders.

Other information

Future Leaders head office is in central London, near Charing Cross station, and from March 2010 we will move closer to Holborn. We offer 28 days holiday per year, plus bank holidays and 2 extra days at Christmas for full time employees, and a flexible policy to allow for some home working etc. Season ticket loans and childcare vouchers are available.

We are a learning organisation and will encourage you to take up training, learning and development and career progression opportunities. We are an Equal Opportunities employer.

Starting salary is on a scale from £21,000 full time equivalent, depending upon experience.

Application process

To apply, please send CV and covering letter or email, including your current salary and salary expectations, to Mrs. Amanda Rigby, Chief Financial Officer:

Amanda.Rigby@Future-Leaders.org.uk

Future Leaders Charitable Trust Ltd.
15 Adam Street
London
WC2N 6AH
Tel. 020 7395 2090

Candidates will be considered until 27th January 2010.