



Job Title:	Finance Administrator
Location:	Kent Life
Hours of work:	20 hours per week 5 days over (negotiable)
Rate of pay:	£9.50 per hour (payable weekly)
Reports to:	General Manager
Accountable to:	General Manager

Job Function: Work with the General Manager to facilitate all financial aspects of Kent Life

Key Tasks:

- Handle, count, reconcile, report and bank all cash & cheques received by the Company on a day-to-day basis.
- Adhere to the Company's financial procedures including raising and producing sales invoices and chasing debtors
- Coordinate production of financial performance information, ensuring prompt reporting of all finance and payroll information to the Finance Department based in the Head Office
- Accountable for the purchase orders and placing orders as required.
- Responsible for post, reimbursement petty cash and expenses
- Undertake any other reasonable task as required by the General Manager including support on special Event Days.
- Maintain the confidentiality of Planning Solutions and Kent Life's internal communications, records, and commercially sensitive information.
- A current driving licence and use of a car are highly desirable.

Please send your CV to jmassy@kentlife.org.uk.

Closing date: 30th November 2021