



Job Description - Finance Officer (Fixed-term)

The Role

The Finance Officer is responsible for supporting the Finance Bursar and the Bursar in the financial management of the College.

Responsibilities

1. Provide accounting and bookkeeping support to include bookkeeping, bank reconciliations and the preparation of management information
2. Assistance with the administration of College trips
3. Administration of the College's refectory cashless card system
4. Support to the Bursar and Finance Bursar with ad hoc projects

Candidate Criteria

1. Experience in a finance environment with strong bookkeeping skills - accounting /bookkeeping qualification an advantage
2. Excellent written and verbal communication skills
3. Ability to work as part of a busy team with accuracy and flexibility whilst maintaining confidentiality at all times
4. Knowledge of Excel and SAGE an advantage

Hours

36 hours per week

The contract is envisaged to be until Christmas 2024, with a requirement to work throughout term-time and with time to be worked in the school holidays subject to negotiation.

Start date: as soon as possible

Line Management

Reports to the Finance Bursar.

Remuneration

Subject to experience and qualification

For details about The Ladies' College please see:

<https://www.ladiescollege.com/media/132146/TLCgsy-Information-for-applicants.pdf>

(Please note there is no pension entitlement for this role)

Please note that there is no Employment Permit associated with this role and therefore applicants must have, and be able to provide evidence of, permission to reside and work in Guernsey.