



ROMFORD YMCA

Finance Assistant – Part Time

(20 Hours Per Week)

Monday – Friday

9am-1pm

£7.52 per hour

The key purpose of this post is to administer all aspects of cash, card and cheque income across the Association as well as to administer and process the sales ledger and invoicing system.

Duties will include assisting the Senior Finance Administrator with respect to direct debit and payroll processing, maintaining cash differences analysis reports, administering and maintaining daily records of cash receipts and income on to cash reconciliation sheets, as well as administering and preparing weekly banking. Other duties include liaising with departmental staff on a daily basis, if necessary and proactively building relationships with existing external bodies such as banks, cash couriers and auditors.

Knowledge and a good understanding of Excel, Sage, MRM and AMIS is preferred, and the ability to work in a team and have adaptability to learn new skills is essential. Experience of working within a Finance environment is desirable although not necessary.

Closing date 12 noon Friday 12^h February 2010

For application forms and full job details please contact:

Charlie Wood

Human Resources Department

Romford YMCA

Rush Green Road

Romford

Essex

RM7 OPH

Tel:01708 770415

Email: charlottewood@romfordymca.org