

London School of Osteopathy

Job Title: Finance Manager

Salary: £35k pro rata (£7k)

Hours: 2 half-days a week

Contract: 12 month fixed contract, with provision to extend by mutual agreement

The London School of Osteopathy is one of the UK's leading providers of osteopathic training, offering degree courses to just over 100 students from our college in Bermondsey and our outpatient clinic in East London.

We are seeking a certified accountant with experience in the charity and (ideally) higher education sectors, to take responsibility for our financial activities and work closely with our friendly, professional and highly focused Senior Management Team.

Reporting to the Principal, key responsibilities will include co-ordinating our monthly and year-end accounting, along with day-to-day maintenance of our financial data controls and processes. You will be our key financial accounting contact, and liaise with our validating university, suppliers and external customers.

You will also be responsible for budget setting, financial planning and forecasting activities, and undertaking high-level problem solving and project work. You will provide key data that underpins our procurement and annual planning, and support the improvement of our internal financial management.

As well as the relevant financial qualifications, you will need experience in presenting financial information to senior non-financial colleagues and be proficient in the use of financial accounting packages and Microsoft Office applications. You will be a proactive problem solver, and able to plan and manage your own workload and deadlines.

The role is 2 half-days a week for a twelve month fixed contract, with provision to extend by mutual agreement. Actual days / times can be negotiated. Immediate start preferable.

Candidates will be interviewed via zoom. Start date preferably 1st of March 2021