



## **PART - TIME FINANCE ASSISTANT** **1 year Fixed Term Contract (Maternity Cover)**

Salary: The pro-rata salary range is £17,517 to £20,499 based on full-time equivalent salary of £29,195 to £34,165

SCP 24 is the maximum for part-qualified (£32,386 full time equivalent salary, £19,431 pro-rata); potential for up to SCP 26 for fully qualified.

Location: London, E1 8EU

We are looking for a Part-time Finance Assistant to join our small but busy Finance team in the VTS Head Office on a 1 year fixed-term Maternity Cover contract. The contract will be to work 3 days a week, ideally Monday to Wednesday and you will report to a Finance Officer on a day-to-day basis.

The Valuation Tribunal Service (VTS) is a statutory, non-departmental public body (NDPB), sponsored by the Ministry of Housing, Communities and Local Government, with responsibility for the administration of Council Tax and Non-Domestic Rating appeals. What we do and how we do it has an impact on the multi-million pound income the Government brings in from local property taxation to support other public services.

Your specific responsibilities will include:

- processing all financial transactions for the VTS including purchase orders, goods receipts, invoicing processing, member claims and staff T&S;
- maintaining electronic and paper filing systems for the Finance team;
- providing support to the Finance Team in the delivery of finance functions;
- assisting the Finance Officers in producing the Annual Accounts, Management Accounts, Board Reports and other returns required.

Our ideal candidate will have previous experience of a range of finance responsibilities, preferably gained within the public sector. Knowledge of the work involved in central government financing and specifically within an NDPB would be a positive advantage. We believe that this position will suit a candidate who has a recognised financial qualification or is working towards one, and who also has knowledge of SAP accounting. You are likely to have excellent Excel skills - at an intermediate or advanced level - as working with spreadsheets is a prime requirement of the role.

### **Application details:**

To apply for this role you please send a copy of your CV alongside with a covering letter explaining why you suited for this role. CVs and cover letter should be emailed to us via email to [HR.Admin@valuationtribunal.gov.uk](mailto:HR.Admin@valuationtribunal.gov.uk) by no later than 23:55 on Friday 07 May 2021.

*The VTS is keen that its workforce should represent the communities it serves and welcomes applications from people of all backgrounds*