**Job Advert. – *To be completed for every vacancy***

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| **Job Ref. No: *to be completed by HR*** | 1048GIL | | | | | | | | |
| **Initial Wording for Indeed/Website** | We’re looking for an individual with experience working in a finance department role to join our growing team at EMA in Gillingham, North Dorset.  Our college campus offers a vibrant location for young people with SEND to complete their studies and work experience and our adult social care provision to support individuals attending our day opportunities.  Ensuring efficient management and actioning of purchases and invoicing is an integral part of our diverse operations, and we’d like to recruit someone with experience and a professional approach who can support our finance manager in keeping things running smoothly and swiftly  Please read the full job advert, job description, person specification for full details. We look forward to hearing from you | | | | | | | | |
| **Job Role:** | Accounts Payable and Purchasing Assistant | | | | | | | | |
| **Department:** | Central Services | | | | | | | | |
| **Location:** | Gillingham | | | | | | | | |
| **Reports to:** | Finance Manager | | | | | | | | |
| **Remuneration & Rewards Package,** *include sleep-in rates, bonuses, etc.* | * £27,040.00/annum (£28,842.66FTE) * 37.5 hours per week (40hrs FTE) * 32 days annual holiday (inclusive of Bank Holidays) – pro-rata for part-time staff * Willing to consider TTO+ (43 weeks working + 6.4 weeks Annual Leave) | | | | | | | | |
| **Working Days/Hours:** | Monday – Friday 0845-1615 | | | | | | | | |
| **Type of Contract:** | Full Time | ✔ | | Part Time | |  | | Zero Hours |  |
| Salaried | ✔ | | Hourly Paid | |  | | TTO-Term Time Only | ✔ |
| **Notice Period:** *after probation period* | **1 month** | | | | | | | | |
| **Equipment Required** | Mobile Phone | | Laptop | | Fob(s)specify where for below | | Otherspecify details below | | |
| **Tick here if required** |  | |  | |  | |  | | |

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| **Main purpose of job role:** |  |
| **Key tasks:** | * **Process Invoices and Credit notes** * **Pay suppliers** * **Weekly reports** * **Weekly orders** * **Supplier account reconciliation** |
| **Other duties/responsibilities:** | * **Light reception work** * **Maintain approval software** * **Shop around for best prices** |
| **Safeguarding:** | Employ My Ability is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.  Applicants will be required to undergo child protections/adult safeguarding screening appropriate to the post, including checks with past employers, and an enhanced DBS check.  It is a criminal offence for those who are barred from working in a regulated activity to apply for this role. |
| **Equality & Diversity:** | Employ My Ability is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.  Employ My Ability is a Disability Confident  employer. |
| This role is exempt from the Rehabilitation of Offenders Act (ROA) 1974.  All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act. | |
| **Closing Date:** | 8th April 2025 |
| **Interview Date(s):** | 25th April 2025 |