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**Full Time – Permanent**

**Junior Finance Assistant**

**Nightingale House Hospice, Wrexham**

**30 Hours per week plus 1 day Study Leave**

**Salary: £22,406 (FTE)**

Nightingale House Hospice is entering a very exciting part of its development and we need a Junior Finance Assistant to join our team on a permanent basis. The role will support the Finance Team and the Finance Director . **Are you that person?**

The role will be based at the Hospice, the ideal candidate will have some experience working in finance and use of computerised accounting packages. **Are you that person?** Then look no further!

**Ideally the successful candidate should have;**

* A good standard of English and Maths.
* Excellent verbal, written and listening skills.
* High level of computer literacy – in particular excel.
* Sound written and oral communication skills.
* Knowledge of purchase ledger.
* Willingness to undertake training and study accountancy qualification.

**Key Responsibilities**

* General Administration Duties such as franking, filing and post.
* Purchase Ledger updates including code and input, recording and reconciliation.
* Reconcile the credit card statements ready for management account preparation, follow procedures for management sign off and checking credit cards transactions are genuine hospice expenditure.
* Supporting the Finance team with information for other departments when required
* Assist with Bank Reconciliation preparation.
* Assist with Gift Aid preparation.
* Assist with Audit preparation and queries.

# **In return Nightingale House offers:**

* A positive and friendly working environment.
* The opportunity to make a real difference.
* Excellent training and development opportunities for those that want them.
* Generous holiday allowance that increases with length of service.
* Staff lunch Menu (Hospice based positions only).
* Employee Assistance Programme.
* Retail Discount Scheme.
* Staff Discount in Caffi Cwtch

***About the Charity –*** Nightingale House Hospice provides care and support for patients and families living with a life limiting illness. We provide care across a wide stretching area from Wrexham, Flintshire and East Denbighshire to Barmouth and the border towns including Oswestry and Whitchurch. Our ambitious plans mean we need to raise over £4 million each year: something we do with the huge support from of our local community.

***Up for the challenge? Here is your chance for a new and exciting career!***

For further information about this post and details on how to apply, please view our website on [www.nightingalehouse.co.uk](http://www.nightingalehouse.co.uk) or contact **HR** at; **hr@nightingalehouse.co.uk**

**Closing date: 30th April 2024**

Nightingale House Hospice is committed to providing equal opportunities in employment. Registered Charity No: 1035600