

## Kickstart Placement

### Trainee Finance Assistant, Creative Industries

Placement summary: You will be trained to provide support to the Finance team with financial transactions and administration, learning and gaining experience across finance practices within a creative environment.

Creative England is part of the Creative UK group. We are the independent network for the UK creative industries and we know that connection changes everything. Our overarching mission is to leverage the economic, social and cultural value of the UK's creative economy to build prosperity and bring communities together.

The introduction of the UK government Kickstart Scheme brings an exciting opportunity to create a new role for a young aspiring finance professional with an interest in the creative sector. You will receive training and support throughout the placement with clear development objectives. Placements will develop knowledge and skills of the finance function and general administration whilst bringing a young fresh perspective to the impact we can make across the creative sector.

If you want to learn about how a finance function operates and looking to begin or build your accountancy skills, then we want to hear from you!

**CONTRACT:** 25 hours per week, 6 months

**PAY:** 100% of the [National Minimum Wage](#) (or the [National Living Wage](#) depending on your age)

**LOCATION:** UK WIDE, preference proximity to Manchester. *Office working will be flexible.*

**TO APPLY:** Are you 16 – 24 year olds and on universal credit? If so, you can **apply via a job coach at your local Job Centre Plus just quote VACANCY ID: V0000295294**. Application is simply by cover note and CV to [jobs@creativeengland.co.uk](mailto:jobs@creativeengland.co.uk) by **1<sup>st</sup> November 2021**. We are planning on holding interviews as/when applications are submitted so may close the deadline sooner once appointment is made. Interviews will take place by MS Teams Video Call.

**Key duties:** With training and guidance from our team of experts:

- Purchase Ledger:
  - Matching all invoices and orders, coding and entering into our accounts system
  - Dealing with supplier enquiries regarding invoices and payments
  - Reconciling suppliers' statements
- Sales Ledger
  - Raising sales invoices
  - Credit Control
- Nominal Ledger
  - Assisting to produce quarterly and ad hoc financial reports.
- Cash Book and Bank Reconciliations
  - Reconciling bank accounts, credit card receipts and Petty cash
- Other
  - Assisting with reports for budget holders and other staff and external funders.
  - Assisting with office and finance admin
  - Assisting to maintain internal financial controls

#### THE CANDIDATE:

- A willingness to learn and interest in developing a career in Finance
- Communication skills and desire to liaise with people over the phone and email
- The ability to multi-task; prioritise workload and deadlines
- Basic IT skills MSOffice specifically Microsoft Excel
- Ability to respect confidentiality of information
- Strong organisational skills and excellent attention to detail

*Diversity Changes Everything: We value difference and celebrate the creativity that it brings. We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities and talents.*