

JOB DESCRIPTION



Inspiring children every day!

Role:	Finance Administrator
Basis:	Temporary to Permanent - Part Time 24-36 hours per week
Hours:	Days and hours can be flexible within 36 hours per week.
Location:	Farmoor, Oxfordshire (OX2 9LU)
Salary:	£18-19,000 pro rata
Holiday:	23 days pro rata plus bank holidays

The Opportunity...

The Ultimate Activity Company is offering an exciting opportunity to be part of a successful and growing business in Oxfordshire. We provide outstanding activity programmes for children from nearly 40 locations nationwide during the school holidays.

We are looking for a positive person with excellent attention to detail and communication skills for the finance team to ensure we receive income in time to deliver the highest standards for our holiday programmes. You will use your meticulous attention to detail and friendly approach, to work within the finance and customer support departments, reporting on income and liaising with parents. The role will also involve other finance and office administrative duties.

We offer a fun and fast paced working environment with a great team ethos, and for the right candidate this is an outstanding opportunity to work for a vibrant young company and get your finance career started.

Responsibilities

- Work with our booking system to download income reports
- Reconcile with booking system records
- Correspond on the phone and via e-mail with parents for payment on outstanding bookings at key periods
- Credit cards to be matched with invoices/receipts
- Other finance admin duties
- Ad hoc Finance and office admin duties

Experience or Qualifications

- Outstanding attention to detail and numeracy
- Strong Excel skills
- Strong communication skills
- Responsible, trustworthy and approachable
- Able to commute daily to our Farmoor office just outside Oxford

Other Benefits

- Free onsite parking
- Regular company socials and monthly lunches

Apply in writing with your CV and covering letter to luke@activeeducationgroup.co.uk. For more information about the company visit www.ultimateactivity.co.uk