

CSW Group offer information, guidance and support to people and organisations as they move through different stages of their lives. We are a not-for-profit social enterprise; we reinvest any operating surpluses into new products and services, organisational development, and community based projects.



Finance Assistant

Part time hours (up to 22.2 hours per week) Plymouth office.

CSW Group has an exciting opportunity to join the Finance team based in a riverside office in Cattedown, PL4. This post will provide day-to-day Finance, Payroll and admin support.

The post holder will be responsible for:

- Contact for Finance queries
- Maintaining Finance records
- Inputting Accounts Receivable and Accounts Payable invoices to the Finance system
- Processing the weekly payment runs
- Assisting with Credit Control
- Assisting with the Bank Reconciliation
- Providing general support for Finance processes

Applications should have experience of working within a busy Finance department and would suit someone with AAT Level 2 or equivalent.

The salary for this role will be up to £21,528 per annum (pro rata).

The job description is available for view or to download from the website www.cswgroup.co.uk.

To apply, please complete an application form which can be found on the CSW Group website or send a CV with supporting statement to recruitment@cswgroup.co.uk.

Your application form or supporting statement should include details of how you meet the specifications within the job description.

Details will be made available in alternative formats upon request.

Vacancy reference: 1187

Closing date: 31st October 2022 @ 12.00 midday

Interview date: tbc

Through its work CSW Group actively safeguard and promote the welfare of young people and vulnerable adults and all employees and volunteers and others working on behalf of the company are required to share this commitment.

Successful individuals will be required to undergo full vetting checks which may include an enhanced disclosure by the Disclosure and Barring Service.

We are an equal opportunities employer and positively encourage applications from suitably qualified candidates regardless of gender, race, age, disability, sexual orientation, religion or belief.

www.cswgroup.co.uk