



Accounting Technician (Tove Trading – Central)

25 hrs a week, Full year with 30 days paid holiday (inc. Bank Holidays)
£26,258 to £28,567 fte commensurate with experience

We require a knowledgeable and committed Finance Accounting Technician to support the financial management of Tove Trading, currently Stantonbury Leisure Centre and Stantonbury Theatre.

This would suit individuals with previous experience of working in a finance environment, delivering a broad range of financial services and administration, from sales ledger (invoice) administration to credit control, assisting with payroll duties and providing a support service to a unique organisation.

Day to day roles will include financial data entry, cash flow, banking, management reporting, dealing with client enquiries via telephone and email, liaising with nominated suppliers to resolve invoice disputes and assisting in all areas of the payroll process.

This is a fantastic, flexible role for the right candidate to get involved in all aspects of income and invoice processing, credit control and payroll, with customer service thrown in too!

The successful candidate will:

- Have a recognisable qualification or equivalent experience in finance management
- Confidently support with credit control and sales ledger administration
- Bank Reconciliation
- Demonstrate strong communication skills with third party organisations and internal processes.
- Have experience in a similar environment i.e. working with remote teams and ideally having a comprehensive understanding of the leisure and hospitality sector
- Be able to demonstrate strong IT skills including Sage, Google office, Word, Excel, and a mastery of bespoke software relating to the job role such as Lloyds Commercial Banking, Clover, Ticketpay, World Pay, Gladstone etc.
- Customer focussed and able to build exceptional relationships at all levels
- Support business opportunities underpinning future growth strategies
- Have to meet the person specification

Candidates must be eligible to live and work in the UK and hold a current driver's licence. As travel could be required between future enterprises, candidates must have access to a reliable means of transport in order to carry out their duties.

Training and development opportunities will be offered. All staff are encouraged to study further and we will actively support staff to obtain relevant further qualifications where possible.

Tove Trading Ltd (TTL) is a wholly owned trading subsidiary of Tove Learning Trust created to look after the Trusts' commercial interests. Tove Learning Trust is a rapidly growing multi academy trust with 15 schools.

The Directors of Tove Trading Ltd are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

How to apply: All documents including the full job description, person specification and application form are available on the Stantonbury Leisure Centre and Stantonbury Theatre websites: <http://www.stantonburyleisure.co.uk/vacancies/> or <http://www.stantonburytheatre.co.uk/>

Please submit a **CV and covering letter** to HR@tovetrading.co.uk. Shortlisted candidates may be required to complete an application form and criminal convictions form. **Closing date: 9.00 a.m. Wednesday 9th April 2025**