



a world of opportunity

# RECRUITMENT PACK



# ABOUT ABE

ABE is a not for profit qualifications awarding organisation, formed in 1973, and an independent subsidiary of the Institute of Leadership.

ABE specialises in qualifications and learning programmes in the fields of business, entrepreneurship, and leadership. Our main markets are low-and-middle income countries in the global south and emerging economies, although we are also focusing on expanding our reach to the UK, online learner markets, and developed economies.

Our commercial team consists of a global network of local specialist business development managers. Our traditional and largest customer base consists of post-school, tertiary education institutions and qualifications at RQF Levels 4 and 5 as an entry to higher education or career progression. We also have courses for Key Stage 3 and university partnerships, and our aim is to create a seamless product pathway from the school room to the board room.

## HOW WE WORK

We work with a network of international education partners to develop skills that support businesses, empower individuals, reduce gender inequality and tackle extreme poverty.

Our post-school qualifications are delivered through a network of high-quality accredited TVET centres (colleges and training providers). Our qualifications enable people to become professionally qualified business practitioners at any age or stage in their career, frequently providing their sole pathway to higher education.

Our work with schools develops business and entrepreneurial know-how in children and helps them prepare for a more sustainable future.

## WHY WORK WITH US

When you join ABE, you're part of a small but dedicated team committed to our social mission. Our culture is friendly, inclusive, hard-working with a can-do attitude. People are willing to do whatever it takes to achieve our objectives and help each other out.

## EQUAL OPPORTUNITIES

We are committed to equal opportunities in employment and service delivery. The policies and practices of ABE aim to promote an environment that is free from all forms of unlawful or unfair discrimination and they value the diversity of all people.



**"I HELP STUDENTS  
ACHIEVE THEIR  
DREAMS TO GET  
A BETTER JOB  
AND MAKE A  
BETTER LIFE FOR  
THEIR FAMILIES."**

# Finance Assistant

**Reports to:** Assistant Financial Accountant  
**Salary:** £24,000 - £27,000  
**Based:** ABE Head Office, New Malden  
**Contract type:** Independent Consultant

## Job Purpose

The Finance Department provides proactive support to ABE. The Finance Assistant will be responsible for reconciling the daily receipts, allocating bank receipts to ensure that the financial reporting is an accurate reflection of ABE's operations, as well as administrative and reconciliation support to the wider finance function.

The Finance Assistant will report to the Assistant Financial Accountant, as part of a small, dynamic finance team, and will interact with the Operations Team on a (daily) regular basis, to ensure an accurate record of daily transactions.

The Finance Assistant's daily responsibilities include reconciliation of all sales ledger transactions; this will include the reconciliation of cheques, BACS, cash and credit card data, and the subsequent daily banking, including uploading daily receipts into the CRM, where necessary, will facilitate accurate sales transaction processing in ABE's database, processing refunds, and will be responsible for resolving written and telephone queries.

## Key Tasks, Accountabilities and Responsibilities

### Treasury:

- Responsible for the daily reconciliation of the BACS, cheques and credit card data, to ensure the accuracy of the prior day's processing.
- Liaise with the Customer Support and Assessment Teams to resolve any discrepancies.
- Scan cheque deposits on a daily basis, to ensure an accurate record of all cheques are maintained.
- Responsible for closing card terminals at the end of the day and inputting the daily closing totals.
- Responsible for daily banking, which includes the allocation of bank deposits for UK and foreign currency, transactions received and foreign bank accounts.

Cont/...

# Key Tasks, Accountabilities and Responsibilities

## Accounts receivable:

- Update customer information and Finance Department reports and information, ensuring that all records are accurate and up to date.
- Responsible for processing all allocations.
- Allocate funds received via the operating bank account to accounts in ABE systems in consultation with the customer support team and maintain a record of all allocations.
- Responsible for obtaining authorisation, processing and maintaining a record of all refunds.

## General:

- Work closely with all members of the Finance Team to find opportunities to improve efficiency in operational processes and reporting.
- Various duties, adding support to the Finance Department and contributing to the achievement of Finance department and ABE's objectives.

**"I ENJOY  
ENGAGING WITH  
STUDENTS AND  
MY TEAM...  
I GENUINELY  
LOVE MY WORK!"**

Statement from staff focus group.



# Knowledge, skills and experience

- A-level educated
- The candidate will have a minimum of two years' recent experience in a similar role in Finance.
- Demonstrable experience of using financial systems and double entry book-keeping, previous experience using a CRM and Sage 200 would be beneficial.
- Excellent team player with the ability to work with the Finance Team and happy to work autonomously.
- Attention to detail, with an ability to spot numerical errors.
- Excellent communication skills are required, both oral and written.
- Excellent customer service and problem-solving skills.
- Ability to work to tight deadlines and perform well under pressure.
- The candidate will have a good working knowledge of Microsoft Outlook, Word and Excel.
- On the job training will be provided.

## Desirable:

- Experience of working in the Further/Higher Education sector of a finance office.

## ABE Benefits

- Pension, 5% employer contribution, minimum 3% employee contribution
- 26 days per annum annual leave + bank holidays + 3 day office shut down at Christmas
- Additional annual leave for long service (1 day every 5 years)
- Birthday leave policy
- Hybrid working
- Flexible working hours
- Cycle to work scheme
- Perkbox employee rewards & benefits platform
- Employee Assistance Programme offering professional over-the-phone support on critical incident and trauma, legal and financial issues, health, anxiety, and family issues.
- Death in service benefit
- Free membership of the Institute of Leadership and free access to online learning and development resources.

# Why are we here?

ABE exists to widen access to inclusive economic opportunity through business education.

## Our Vision:

We believe in an open, inclusive, global market economy where everyone benefits from responsible globalisation and trade. We believe that this will create a safer and more prosperous future for all.

## Our Mission:

We aim to build trust, resilience and reassurance in global business interactions leading to greater equity within and between nations. Our mission is to empower people to transform their lives and communities through gaining high-quality business, leadership and entrepreneurial skills.

This job description is not exhaustive, the holder is expected to show a positive behaviour towards any stretch and challenge projects this role may require.

# What will we do?

- Build 'Customer Lifetime Value' by fostering a global community of learning from the school room to the boardroom.
- Extend our reach by offering our courses and qualifications through multiple channels (i.e. class based, online, formal & informal learning) and aiming for delivery across a wide range of settings, including both advanced economies, and complex and challenging environments.
- Increase our Impact by providing quality assurance and capacity building services to improve the quality, delivery and reliability of education in the communities we serve.

**"THERE IS A  
REAL ENERGY  
TO THE PLACE  
THE PEOPLE CARE  
PASSIONATELY  
THERE IS PERSONAL  
ATTACHMENT."**

Statement from staff focus group.





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ABE Global  
46-50 Coombe Rd,  
New Malden,  
Surrey  
KT3 4QF  
United Kingdom

+ 44 (0)20 8329 2930

[info@abeuk.com](mailto:info@abeuk.com)

  
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