



a world of opportunity

RECRUITMENT PACK



ABOUT ABE

ABE was founded 50 years ago with a clear social purpose to improve business education for aspiring entrepreneurs.

Today, ABE operates all over the world and plays a vital role in helping to diversify and grow economies, reducing inequality within and among countries, and is at the forefront of the entrepreneurial skills agenda.

Following a period of transformative change and strategic planning following the acquisition of ABE by the Institute of Leadership, ABE is poised for growth with an exciting agenda to optimise its global qualifications market and innovate for growth with a range of education and membership initiatives.

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.

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

Statement from staff focus group.



More About ABE

ABE is a non-profit skills development specialist, and an independent subsidiary of the Institute of Leadership and Management, a registered charity.

We are a small company with a big mission and we consistently 'punch above our weight' by delivering British qualifications and educational solutions in some of the most complex, challenging and fragile environments in the world.

We believe we can achieve more in partnership, and we focus on developing impactful collaborations and enlarging our network of delivery centres around the world.

We have a core team of staff and technical experts in the UK, working to ensure the quality of delivery of ABE qualifications to a high standard of operational efficiency, across complex and challenging global markets.

Our commercial team consists of a global network of local specialists, business development managers, regional directors, and affiliates. Our qualifications and non-regulated courses are delivered through a network of over 150 delivery partners worldwide.

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.

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.

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.



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