



Finance Assistant

Candidate information pack

Role: Summary

Job title:	Finance Assistant
Department:	Finance
Status:	Permanent
Salary band:	c.£31,230 per annum
Location:	St James's Square, London SW1 (with flexibility in line with hybrid working policy)
Hours:	35 hours per week, Monday to Friday, 9.30am - 5.30pm
Accountable to:	Head of Finance
Key relationships:	Finance Manager, Head of Finance, Director of Finance & Resources, Library budget holders, Library staff, suppliers, customers, donors.

Purpose:

- To ensure day-to-day processing and recording of Library transactions, including receipts and payments, is undertaken effectively, efficiently and accurately.
- To create, manage and maintain accurate and complete purchase ledger and sales ledger data, and ensure supplier payments are made on time
- Manage entries in the Continia document-capture accounts payable system and Microsoft Business Central finance system
- Maintain a logical audit trail for all transactions
- Assist with preparation and processing of payroll
- Support the Library's staff and budget holders

Role: Key Duties

Banking and income processing

- Monitor the Library bank accounts daily. Record all receipts and payments on the accounting system, ensuring and checking that correct coding is applied, with VAT analysis as necessary
- Prepare bank reconciliations, including downloading and filing of monthly statements for all bank accounts; ensure balances are shared with Finance Team
- Work closely with the Finance Manager and Head of Finance to ensure timely closing

- of month end and year end accounts
- Keep Trust/Stripe account up to date with all weekly transactions and interest allocations
- Assist the Finance Manager to ensure timely banking of any cheques and other charitable donations; update log of cheques received

Purchase Ledger

- Maintain the purchase ledger accounts in the Finance system, (Microsoft Business Central (BC)) adding new suppliers and updating supplier details as necessary, ensuring approval is correctly processed and authorised for all changes
- Receive invoices (via post and email)
- Ensure all invoices are captured (via daily monitoring of Finance post and email inbox) and processed into Continia OCR on a timely basis; ensure data is accurate and complete
- Ensure invoice information is entered promptly on to the accounting system including correct GL codes/dimension codes correctly applied for processing
- Monitor and secure necessary approvals from accountable managers in the Library
- Prepare invoice batches for BACS payment, correctly imported to the bank for payment and sent to financial signatories for authorisation
- Ensure remittance advice are sent via email when payment process is complete
- Review the aged creditors list (weekly/monthly) to ensure that all invoices are settled on time, correctly matched and allocated
- Ensure foreign payments are set-up correctly, processed on a timely basis for payment and correctly coded.

Barclaycard and Expenses

- Process expense claims by staff, set up BACS payments ready for approval and record all expenses with the correct codes
- Download and distribute credit card statements to card holders and ensure that the correct costs codes and approvals are obtained from managers
- Liaise with the card holder to ensure all receipts are submitted correctly and on time
- Ensure that the credit card items are posted correctly onto BC, including checking of all dimension and general ledger codes

Sales Ledger

- Process and issue sales invoices as requested by originators, ensuring customer is set up in BC and details are correct and relevant; act as invoice originator as required (e.g. for commercial property rents)
- Code and post invoices to the accounting system
- Allocate receipts against outstanding invoices and chase overdue amounts, liaising with originators as necessary
- Update the Microsoft Dynamics CRM to record receipt of commercial and charity income; liaise with Marketing and Development teams
- Review aged debtors monthly

Monthly Payroll (In house payroll - Sage)

- Prepare and collate the monthly payroll, liaising with the Head of HR as necessary to ensure that all information for processing is timely, accurate and consistent
- Assist with the upload of monthly payroll changes to Sage, working closely with the Finance Manager

- Work closely with the Finance Manager to check that the payroll is accurate, complete and timely to be presented to the Head of Finance for final checks.

Other duties

- Provide support to budget holders and staff regarding finance processes, use of systems and reporting tools (e.g. BC dashboards, Power Bi etc)
- Regularly update the Fixed Asset Register with any additions or disposals
- Work with the Finance team to ensure that the Financial Manual is updated as necessary for changes in processes and systems
- Liaise with the Membership and Development (fundraising) teams to ensure correct recording of merchandise sales both cash and on-line; assist the Marketing/Reception team with the maintenance of the merchandise stock records ensuring periodic reconciliations to the accounting ledger
- Assist Member Services with preparation and sending of book bills to Library members on an ad hoc basis
- Maintain a thorough audit trail for all transactions and provide the Library auditors with clear explanations to their enquiries
- Attend appropriate training courses to improve and extend skills base as recommended by the Library from time to time
- Work as a member of the Finance team to drive improvement in financial management systems, notably in the short term, a new purchase order system
- Support the Finance team with filing reports and notices with Charity Commission, HMRC and Companies House
- To undertake any other duties as may reasonably be required by the Directors of the Library.

The job description set out above does not form part of the contract of employment and may be subject to amendment at the discretion of the Finance Director of the Library.

Revised July 2013; March 2015; August 2017, November 2021, January 2023, April 2026, October 2026

Person Specification

Qualifications

- Working towards a finance qualification

Desirable



Essential

Experience and Knowledge

- Demonstrable practical experience of effective purchase/ general/ sales ledger operations and management of financial processes in a not for profit and/or membership organisation
- Fluency in use and understanding of accounting software for medium sized entities/charities (Microsoft Business Central preferable)
- Familiarity with working in a small, responsive finance team
- Experience with Microsoft Dynamics or other CRM software for membership and/or charitable donations data
- Experience of supporting payroll processing (preferably in Sage)



Skills and Abilities

- Numeracy, attention to detail and meticulous concern for accuracy
- Demonstrable ability to work effectively as part of a team, with a collaborative approach to achieving organisational goals
- Able to work independently and to deadlines
- Able to plan, prioritise and carry out routine work to consistent standard
- Good interpersonal and communication skills; able to convey information clearly and courteously, in person, by phone and in writing
- Excellent IT skills (MS Office especially Excel, email, internet)
- Proven ability to learn IT packages quickly and operate them independently



Personal Impact

- Discretion and proven ability to maintain strict confidentiality
- Pleasant, approachable, helpful, and responsive even under pressure
- Flexibility, adaptability, and good humour



Application and selection procedures

Selection process

If you have any queries or wish to have an informal discussion about the role before applying, please contact Claire Rudman (HR Manager) on 020 7766 4754; claire.rudman@londonlibrary.co.uk.

Timetable

Vacancy advertised

09 October 2026

Deadline for applications to be received

09 November 2026 @12:00pm

Interviews

13 November 2026: First Round - Online via Teams

18 November 2026: Second Round - In person at The London Library

To Apply

Please download the application form from our website, complete all three sections and send them.

by email to: *vacancies@londonlibrary.co.uk*

by post to:

Vacancies

The London Library

14 St James's Square

London SW1Y 4LG

Key Information: Hours of Work, Pay and Benefits

Hours of Work, Pay and Benefits

Hours of work

35 hours per week, Monday to Friday, 09:30 – 17:30.

The Library is open 09:30 – 21:30 Monday and Tuesday, 09:30 – 17:30 Wednesday to Saturday, and currently opens late one Wednesday a month throughout the year.

Salary range

c.£31,230 per annum

Holiday

36 days (pro-rata), including 3 days when the Library is closed and 8 days for public holidays.

Pension

The Library operates a Group Personal Pension Scheme and will match employee contributions up to 6% of salary. Eligibility to join and entitlement to benefits is subject to the rules of the scheme.

Life Assurance

The Library operates a Group Life Assurance Scheme, which in the event of death whilst employed by the Library, will pay out a lump sum of 4 x annual salary to the employee's nominated beneficiaries.

Cash Health scheme

All employees will be enrolled into our cash health scheme which allows members to reclaim the cost of medical expenses such as dental fees and prescription charges as well as access to a 24-hour employee assistance service.

Season tickets and bicycle loans

(subject to a qualifying period)

Interest-free loans for the purchase of season-tickets and/or bicycles for travelling to and from work.

Access to collections

The facility to make full borrowing use of the Library's collections (up to 15 books at a time) and online resources.

Book binding

Discounts on binding personal books may also be arranged.

Training & Development

The Library is committed to the support and development of all staff. We aim to ensure that all members of staff not only have the knowledge, skills, and experience necessary to be successful in their jobs, but also to fulfil their career potential.

Rest facilities

Staffroom with small kitchen and dining area offering free tea and coffee-making facilities.

Appendix – GDPR Privacy Notice

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information?

The London Library ('Company') is a 'data controller' and gathers and uses certain information about you.

Data protection principles

We will comply with the data protection principles when gathering and using personal information.

About the information we collect and hold

The table set out in Part A of the Schedule below summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part B of the Schedule below summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices and those of our third party service providers.

How long we keep your information.

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see *our data protection privacy notice (employment)*.

Your right to object to us processing your information.

Where our processing of your information is based solely on our legitimate interests (or those of a third party), you have the right to object to that processing if you give us specific reasons why you are objecting, which are based on your particular situation. If you object, we can no longer process your information unless we can demonstrate legitimate grounds for the processing, which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

Please contact vacancies@londonlibrary.co.uk if you wish to object in this way.

Your rights to correct and access your information and to ask for it to be erased.

Please contact vacancies@londonlibrary.co.uk if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our HR team for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our HR team will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that our HR team can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

THE SCHEDULE
[ABOUT THE INFORMATION WE COLLECT AND HOLD]

Part A

Up to and including the shortlisting stage.

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (i.e. address, home and mobile phone numbers, email address)	From you	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager or department of your application
Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision The person making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewer will receive non-anonymised details
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies
Details of your referees	From your completed application form	Legitimate interest: to carry out a fair recruitment process	To carry out a fair recruitment process To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the referee
Information about your health, including any medical condition, health and sickness records	From you	Legitimate interest: to carry out a fair and non-discriminatory process Necessary for performance of rights and obligations in connection with employment	To carry out a fair and non-discriminatory recruitment process – to see if there are any adjustments that can be made to the recruitment process

Part B**Before making a final decision to recruit**

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers Δ	From your referees (details of whom you will have provided)	Legitimate interest: to make an informed decision to recruit To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	To obtain the relevant reference about you To comply with legal/regulatory obligations Information shared with relevant managers and HR personnel
Information regarding your academic and professional qualifications Δ	From you, from your education provider, from the relevant professional body	Legitimate interest: to verify the qualifications information provided by you	To make an informed recruitment decision
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information Δ	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	To carry out right to work checks Information may be shared with the Home Office
Information about your health, including any medical condition, health and sickness records	From you	Legitimate interest: to ensure intrinsic elements of the role can be met To enter into/perform the employment contract Necessary for performance of rights and obligations in connection with employment	To ensure intrinsic elements of the role can be met To establish if any reasonable adjustments can be made

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked 'Δ' above to us to enable us to verify your right to work and suitability for the position.