



WORK WITH US

Job Description – Junior Finance Administrator

July 2026

JOB DESCRIPTION: Junior Finance Administrator

Location:	40 Queen Street, London EC4R 1DD
Salary Band:	£31,870 - £33,000 per annum
Responsible to:	Head of Finance
Contract:	Hybrid working 2 days per week in the office (Tue, Wed) and 3 days from home.

About the Chartered Association of Business Schools

We are the voice of the UK's business and management education sector. We support our members to maintain world-class standards of teaching, research, and enterprise engagement. Through dialogue with policymakers, business, and stakeholders, we inform government policy to help create the best possible environment for our business schools, the economy and wider society to flourish.

We are a highly motivated team working in a fast-paced environment to deliver on our members' priorities:

- Securing the financial sustainability of UK business schools
- Accelerating small business productivity and growth across the UK

Our core values:

- Community Building
- Agile Expertise
- Authentic Accountability
- Purposeful Impact

Purpose of the role

The Junior Accounts Administrator supports the finance team by assisting with day-to-day accounting and administrative tasks. This role is responsible for maintaining accurate financial records, processing transactions, reconciling accounts, and ensuring compliance with company policies and accounting standards. It is an excellent opportunity for someone looking to develop a career in accounting and finance.

Responsibilities of the role

- Process supplier invoices, purchase orders, and expense claims accurately and promptly
- Prepare and process customer invoices and follow up on outstanding payments when required
- Assist with accounts payable and accounts receivable activities
- Reconcile bank statements, supplier accounts, and customer accounts
- Record financial transactions in the Sage accounting system and maintain accurate financial records
- Assist with month-end and year-end closing financial procedures
- Prepare journals, accruals, and account reconciliations under supervision
- Maintain and organise financial files and documentation on SharePoint and Outlook for audit purposes
- Ensure compliance with expense, procurement company policies and internal controls
- Respond to finance-related queries from internal departments and external stakeholders
- Perform other finance and administrative duties as assigned

Person Specification

Candidates must be able to demonstrate that they meet the 'essential' criteria. **Applicants must have the right to work in the UK.**

About you

This is a hands-on, delivery-focused role suited to someone highly organised, proactive, and comfortable working independently and collaboratively in a fast-paced environment. The ideal candidate will bring strong administrative capability alongside proven experience supporting membership-based organisations.

Qualifications

- Diploma or bachelor's degree in Accounting, Finance, Business Administration, or a related field
- Previous experience in an accounts or finance role is essential
- Full or Part-qualified AAT qualification is desirable

Skills & Abilities

- Basic understanding of accounting principles and financial processes
- Basic proficiency in Microsoft Excel and Microsoft Office applications
- Experience using accounting software Sage is essential
- Strong numerical and analytical skills
- Excellent attention to detail and accuracy.
- Good organisational and time management skills
- Strong written and verbal communication skills
- Ability to work independently as well as part of a team
- High level of integrity and confidentiality

Key Behaviours

- Learns quickly and adapts to change
- Takes ownership of assigned tasks
- Positive attitude with a willingness to work collaboratively
- Able to manage multiple tasks and meet deadlines

Our Values

Our values guide how we work together every day. In return, we offer flexible working and a friendly, down-to-earth, hardworking and collegiate environment. We are located near Cannon Street offering a hybrid working arrangement.



How to Apply

To apply, please send your CV with a covering letter (no more than one side of A4) explaining how you meet the person specification to people@charteredabs.org

Applicants must have the right to work in the UK.

Application deadline : 7 August 2026

Please note that this vacancy may close earlier than the advertised date if a high volume of applications is received.

The Chartered Association of Business Schools is an equal opportunities employer committed to creating an inclusive environment. We welcome applications from people of all backgrounds and abilities. Reasonable adjustments will be made throughout the recruitment process where required.