



Job Title: Purchase Ledger and Accounts Assistant

Department: Finance

Location: Whittington

Salary: Dependent on experience

Working Hours: 37.5hrs per week, Monday to Friday

Closing Date: 14th January 2019

Interviews: Week commencing 21st January 2019

About the Role:

St Giles Hospice have a fantastic opportunity for a Purchase Ledger & Accounts Assistant to join its finance team at Whittington.

The post holder will be responsible for the purchasing of all supplies required for the smooth running of the Hospice and the maintenance of the Purchase Ledger including the processing of all documentation and dealing with account queries.

Reporting directly to the Finance Manager, the post holder will also assist the finance department as necessary, including monthly bank reconciliations and journals.

The ideal candidate will have relevant experience, including the use of accounting software, have good attention to detail, be well organised with excellent communication and interpersonal skills, be self-motivated and enthusiastic.

Company benefits:

To reward the hard work of our fantastic staff, St Giles hospice offers an excellent benefits package;

- 27 days annual leave plus bank holidays (rising to 35 days with service)
- Contributory pension scheme
- Free car parking
- Training and development opportunities as well as progression within the organisation

About us:

St Giles Hospice is a registered charity offering high-quality specialist care free of charge for people living with diseases which may not be curable as well as providing support for their families and carers.

Services include a team of community-based St Giles clinical nurse specialists, two state of the art in-patient facilities, Day Hospice, Hospice at Home, Bereavement and Family Support, and an internationally renowned Lymphoedema Clinic.

Patients come from across the hospice's catchment area, which ranges from Ashby-de-la-Zouch and Atherstone in the east, to Cannock and Walsall in the west – and from Burton and Uttoxeter in the north, to Sutton Coldfield and Coleshill in the south.

Care is offered at the hospice's centres in Whittington, Sutton Coldfield, Walsall and in patients' own homes across the region.

St Giles spends over £9 million a year providing its specialist services and with little more than a third of this funded by the Government, the registered charity relies heavily on donations and income generation from the local community.

We employ more than 400 people across a broad range of roles – from direct patient care to fundraising and administration as well as support from over 1500 volunteers to provide our services.

For a detailed job description please visit www.stgileshospice.com/jobs

To find out more or have an informal chat please contact HR, 01543 434455. Alternatively to apply please complete and email an application form to hr@stgileshospice.com.

This post is subject to a Disclose and Barring Service (DBS) Check
Applications received after the closing date will not be considered.

St Giles Hospice, Fisherwick Road, Whittington, Lichfield, WS14 9LH. Registered charity 509014 Company limited by guarantee 1430090