

Enjoy Education: Junior Accounts & Office Assistant

How to Apply:

Only available to applicants which meet the criteria for the Kickstart Scheme:

- Aged 18 – 24
- Claiming universal credit
- Receive a referral from your work coach (this can be requested if you would like to apply)

Applicants should email Kirsty, our Head of Finance & Operations, on careers@enjoyeducation.co.uk including a copy of their CV and a cover letter, highlighting their suitability for the role, relevant experience or skill and interest in joining the team.

Interviews are taking place on a rolling basis as we are looking to hire immediately.

Who we are:

Enjoy Education is London's award-winning private tuition and education consultancy. Through our extensive network of tutors and education specialists, we offer a full range of services, including tailored private tuition, home-schooling programmes, academic assessments, school selection and relocation support. We put the student at the centre of everything we do, and we go above and beyond to find creative ways to fulfil their educational needs.

What we are looking for:

We are seeking candidates with a proactive attitude to join our Finance & Operations team as a Junior Accounts & Office Assistant. The role will be supporting our Finance Assistant with the day-to-day running of the accounts cycle and other administrative based tasks.

No prior experience needed, but we would expect candidates to be able to demonstrate good time management, the ability to work independently at times and being comfortable asking questions when uncertain.

Main responsibilities

- Assisting in managing the accounts inbox; responding to our clients, tutors, staff, and other stakeholders in a polite and timely manner
- To be a key point of contact for our tutors; assisting with any queries or issues that our tutors may be facing
- Credit control; supporting the Finance Assistant with the collection of fees from our clients
- Assisting the invoicing process; ensuring tutors are making accurate, timely submissions on a monthly basis, using initiative and problem-solving skills to resolve any potential queries
- Creating, maintaining and entering information into the CRM
- Processing expense receipts
- Basic administration support
- Helping organise and maintain the office
- Handle incoming calls, form part of phone rota and direct calls as appropriate

Important Attributes

- Attention to detail; accurate with both data entry and collection tasks

- Strong organisational skills: able to prioritise tasks effectively and maintain online filing systems
- Ability to meet deadlines and stay in-line with the company's monthly cycle
- Strong verbal and written English
- Confident communicator with a professional phone manner
- Computer literate incl. experience with Office365

Useful, but non-essential skills

- Basic knowledge of double-entry bookkeeping would be advantageous
- Some experience in using a recognised accounting package
- Previous experience in an administration role, or a fast-paced office environment

Logistics

- Duration: 6-month fixed term
 - Potential for full-time position upon successful completion of fixed term
- Hours: 35hrs per week: Monday – Friday, 9.30am –5.30pm.
- London Living Wage: £10.85p/h
- Available for immediate start
- Our Head Office is in Knightsbridge, London. Our team are currently working flexibly between home and the office.

Employability Support

Alongside on-the-job learning we will work with the candidate to create a tailored training programme to support their development. Additionally, they will receive the following employability support over the duration of the placement;

- Certificate in Personal Development for Employability Level 2 recognised certificate
- 10x 1.5 hr taught sessions via zoom over 6 months with accompanying workbooks
 - Self-management skills (including setting goals)
 - Produce a CV
 - Interview skills
 - Working in a team
 - Assessing myself for a career
 - Preparing for an interview
 - Applying for a job
 - Effectiveness at work
 - Personal behaviour for success
 - Investigating rights and responsibilities at work
- Tripartite review with tutor, manager and kickstarter every month to monitor progress