

We're a
neighbourhood
like no other.
Be part of it.



Welcome to Coin Street.



So what exactly is Coin Street?

We're a community-led social enterprise, meaning we use activism, connection and expertise to protect and nurture our local area.

Since we began our mission back in the 1980's, when our area of London's South Bank was largely unloved and derelict, we've worked tirelessly to create 13 acres of dynamic, welcoming and creative urban landscape. Here we provide homes, public spaces, and opportunities for independent businesses to flourish.



But it's not just about spaces...

As well as maintaining buildings and businesses, we offer sports, health and wellbeing initiatives to the community, along with support and education for people of all ages.

We're here every day, for everyone.

Job pack

Coin Street 

Who you are.

You're driven, innovative and ready to make a difference to people from ALL walks of life, in a neighbourhood with an incredible history and an even more exciting future.

If you're passionate about what people can achieve together, and the positivity forged from community, join us in our mission to foster inclusivity, growth, and well-being for all in this very special place.



Why join us?

- Make a unique difference in a unique place.
- Thrive in a dynamic community, with a passionate team
- Grow your skills and career while helping to change lives for the better.

Ready to take action?

The role.

Job title:	ASSISTANT ACCOUNTANT
Reports to:	Financial Controller
Contract:	Fixed-Term contract (6 months), 35 hours per week
Salary:	£33,228

About the role

The purpose of the role is to manage the banking process to ensure transactions are uploaded daily and are up to date in finance system.

Who you will work with

This role sits within an existing finance team of nine team members providing support to an organisation of around 125 staff. The finance team provides financial control and support across all three entities of Coin Street (Coin Street Community Builders 'CSCB', Coin Street Centre Trust 'CSCT', and Coin Street Secondary Housing Co-Operative 'CSS').

Your day-to-day

1. Extract bank statements daily and prepare and upload payments and receipt transactions to finance system and appropriate databases.
2. Process monthly credit card transactions for all company credit cards, ensuring Coin Street's credit card policy has been complied with.
3. Set up new account codes, project codes and live project codes when required.

4. Review all VAT codes entered by the Accounts Assistant – Accounts Payable to ensure the correct codes have been used for exempt supply, non-business, and reverse charge VAT purchases.
5. Develop the use of our finance system to include the use of open banking and explore future potential process improvements.
6. Assist in the training of staff, ensuring adherence to Coin Street's procedures and policies.
7. Maintain complete and up to date balance sheet reconciliations for all companies to ensure the accounts are accurate and revenue/costs are recognised correctly.
8. Reconcile credit card receipts on a monthly basis.

General requirements

To comply with Coin Street's Diversity, Equality, and Inclusion policy.

To comply with Coin Street's Health & Safety policies.

To comply with Coin Street's Safeguarding policies.

To comply with Coin Street's IT policies and procedures.

To promote an organisational culture that reflects Coin Street's Values:

- *Creative: By looking for solutions rather than problems I will find better ways of doing things.*
- *Collaborative: By respecting the views of others we will learn, grow, and achieve more together.*
- *Committed: I do what I say I am going to do and do the best job I can.*
- *Curious: We ask questions about what we do and the way we do things – as an organisation, community and society.*
- *Inclusive: I embrace difference and encourage authenticity.*

Who we're looking for.

Knowledge and experience

1. AAT Level 4 qualified or part-qualified/qualified CIMA.
2. Previous experience in posting bank transactions as well as manual payments.
3. Full understanding of accruals and prepayments.
4. Understanding of the Purchase Order process.
5. Experience of computerised accounting systems, proficiency in MS Excel.
6. Experience of using xLedger and First Steps (nursery database) would be ideal, but not essential.

Skills and abilities

1. A personal commitment to and enthusiasm for Coin Street's, purpose, values, ethos, and mission.
2. Computer literate including use of Microsoft Office packages and databases.
3. Excellent interpersonal and communication skills and the ability to establish and sustain positive relationships.
4. Highly organised, able to manage own workload and meet multiple deadlines, taking a proactive approach to carrying out tasks.
5. Excellent attention to detail.
6. Ability to work effectively within a team.
7. Flexible approach and commitment to achieving results.

What's in it for you.

Holiday

Take a break with 35 days of leave per year (inc Bank Holidays), increasing with your length of service.

Pension

Save for your future with our 5% pension contribution, when you contribute at least 3%.

Protection

We're here for you, with Income Protection, Death In Service benefit (3 x salary), and Critical Illness cover.

Investment in you

Feel part of our community with information and team building days, plus plenty of socialising.

Wellbeing

We prioritise your wellbeing with webinars, courses, mediations, and therapy session, plus free gym membership at Colombo Centre.



Sick pay

We offer 8 weeks at full pay and 5 weeks at 50%. Offered after 6 months and increases after 5 years.

Flexible working

We trust you to do your job, so where possible, we offer flexible working and hybrid working.

Community

Feel part of our community with information and team building days, plus plenty of socialising.

Staff discounts

Enjoy a wide range of discounts from retailers and service providers for shopping, dining, experiences, car maintenance, study, and more.

Nursery discounts

Enroll your kids in our nursery, and receive 20% discount on nursery fees.

