

PEPPERDINE

International Programs
London, United Kingdom

Job Title: Finance & HR Manager
Department: Pepperdine University, London Programme
Location: South Kensington, London
Type: Permanent, Part-time (30 hours per week)

Summary:

We are looking for an experienced and highly organized Finance & HR Manager to join the [Pepperdine London](#) team. The successful candidate will support the finance and business operations of our study centre located in South Kensington. This position is scheduled for 30 hours per week. There is the possibility for hybrid working with at least 2 days per week in-person in South Kensington.

Pepperdine University's main campus is located in Malibu, California and the university has study centres in the London, Florence, Heidelberg, Lausanne, Buenos Aires and Washington D.C. Pepperdine is a Christian university committed to the highest standards of academic excellence and Christian values. The goal of Pepperdine's International Programs is to provide students with life-changing international experiences that will strengthen them for lives of purpose, service, and leadership.

Duties:

- Accounts payable: Pay invoices. Create accounting entries in accounting software. Reconcile monthly bank & credit card statements.
- Accounts Receivable: Oversee petty cash accounts. Identify and initiate credit card payment system.
- Reporting: Prepare monthly budget reports and ad hoc budget forecasting.
- Coordinate service contracts and utilities accounts. Maintain records and identify cost savings.
- Payroll: Prepare and submit monthly payroll.
- HR: Assist the Director with preparation of staff & faculty contracts and onboarding new staff members. Coordinate pensions and employee benefits for a small team of 10-15 employees.
- Purchasing: Oversee purchasing card accounts. Maintain purchasing records and warranty information.
- Assist the Director with regulatory compliance and reporting.
- Collaborate with London-based staff and the University accounting team based in Malibu, California.
- Participate in community meetings and events as it pertains to your role.

Skills and Qualifications:

- Educated to degree level or equivalent
- Qualified ACCA/CIMA/CCAB accountant
- A background in Higher Education accounting or within the Charity sector is beneficial but not essential and we would like to see applications from capable candidates of all sector backgrounds.

- It is essential that the role holder has very robust knowledge of accounting and Office software including Excel and Quickbooks.
- An effective communicator, you will be able to explain financial issues to non-finance staff and to help people to use financial information well.
- Ability to work independently and as a member of a team.
- Ability to prioritize and manage multiple projects and deadlines.
- Must uphold a professional demeanor and confidentiality.
- There are people of all faiths and none working at this organisation so all are encouraged to apply.

Salary range £45,000–£48,000 per annum pro rata. This position is scheduled at 75% FTE. Benefits of working for the university include a generous annual leave package, including paid time off over Christmas and in early August, a pension scheme, and life insurance.

To Apply:

Please submit a CV and covering letter to london.info@pepperdine.edu. Please type “Finance & HR Manager” in the subject line.

Application Closing Date: 22 August 2022