

PEPPERDINE

International Programs
London, United Kingdom

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

Summary:

Pepperdine University is looking for a part-time Finance Coordinator to join the [Pepperdine London](#) team. This part-time position is scheduled for 30 hours per week and primary responsibilities include bookkeeping and some payroll/HR duties. 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 around the world (including South Kensington, London). 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 a credit card payment system.
- Purchasing: Reconcile corporate card accounts. Maintain purchasing records and warranty information.
- Contracts & Accounts: Coordinate service contracts and utilities accounts. Maintain records and identify cost savings.
- Payroll: Liaise with payroll company to process monthly payroll.
- HR: Coordinate pension payments and employee benefits for a team of 10-15 employees.
- Reporting: Assist with preparation of monthly & ad-hoc budget reporting
- Assist the annual audit and regulatory compliance.
- Work closely with London-based staff and communicate with University accounting team based in Malibu, California.
- Participate in programme meetings as it pertains to your role.

Skills and Qualifications:

- Educated to degree level or equivalent
- 2+ years bookkeeping experience
- Robust knowledge of Excel and Quickbooks
- ACCA/CIMA/CCAB or equivalent qualifications are a bonus
- Effective communication skills (i.e. the ability to explain financial issues to non-finance staff and to help colleagues use financial information well)
- Ability to work independently and as a member of a team.

- Must uphold a professional demeanor and confidentiality.
- 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.
- There are people of all faiths and none working at this organisation so all are encouraged to apply.

Salary range £40,000–£45,000 per annum pro rata (£30,000–£33,750 annually at 75% FTE). This position is scheduled 30 hours per week, although we will consider the right candidate within the range of 24-32 hours per week. Benefits of working for the university include a generous annual leave package, a pension scheme, and life insurance.

To Apply:

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