JOB DESCRIPTION

Position: Business Support Assistant

Department: AIFS Abroad

Reporting to: Deputy Program Director

Location: London

The American Institute for Foreign Study (AIFS) was founded in 1964 and since then, over 1.6 million students have participated in our educational and cultural exchange programs. Typically over 6,500 American college students study abroad each year with AIFS Study Abroad—approximately 2,500 of these are on customised, faculty-led programs and approximately 4,000 study at local universities in Asia, Australia, Europe, Africa and the Americas.

Job Summary/Main Purpose

AIFS Abroad has a vacancy for a Business Support Assistant in its London Offices. The primary function of the role is to support the Finance Manager and the Deputy Program Director, but the role also involves liaising with our overseas offices.

Responsibilities

- Petty cash management – process, disburse and reconcile petty cash.
- Support the Finance Manager with preparation of management accounts; month-end duties and year-end process including accruals.
- Request funds transfers for overseas programs according to forecasted budget expenditure.
- Manage the administration of pre-paid debit cards for staff and programs
- Assist with budget preparation and updates.
- Review division wide documents including spreadsheets for accuracy
- Work closely with other colleagues to improve operational practices, effectiveness and efficiency.
- Undertake any other duties as reasonably commensurate with role.
Performance Indicators

Skills Required

Essential

- Educated to A Level or relevant experience.
- Excellent communication skills, both written and oral.
- Numeracy and ability to maintain records of expenditure.
- Attention to detail.
- Handle confidential information with discretion, ensuring such information is safeguarded appropriately.
- Ability to demonstrate initiative and think creatively to resolve problems.
- Well-developed interpersonal skills and a confident and helpful manner
- Ability to work both independently and as part of a small team.
- Commitment to quality, flexibility, good interpersonal skills, ability to prioritise.
- Proficiency with Microsoft office programs especially Excel.

Salary and Benefits

In return for a minimum of a 35-hour working week Monday to Friday:

- A basic gross salary of £30,000 per annum + benefits.
- 22 days paid holiday a year plus bank and public holidays.

How to Apply

Please send a current CV and covering letter detailing your suitability for the role to collegejobs@aifs.co.uk by Friday, August 11, 2023.

Applicants must be able to provide documentary evidence of their eligibility to work in the UK.

AIFS UK Ltd is committed to building and sustaining an inclusive, diverse, and equitable working and learning environment for all students, staff, and faculty and we are proud to be an equal opportunity employer.

All qualified applicants are encouraged to apply and will receive equal consideration for employment without regard to race, colour, religion or belief, sex or gender, gender identity or expression, sexual orientation, marital or civil partner status, pregnancy or maternity, nationality, ethnic or national origin, genetics, disability, age, or veteran status. We make recruitment decisions based on applicants’ skills, experience and knowledge, and ensure all applicants are treated equitably.