



**Victory Services Club**  
63-79 Seymour Street,  
London  
W2 2HF  
W [www.vsc.co.uk](http://www.vsc.co.uk)

**Role:** Finance Assistant

**Location:** Hyde Park, West London (W2), W2 2HF

**Salary:** £28,000 per annum

**Contract Type:** Permanent

### **About Us:**

The Victory Services Club (VSC) is a successful charity which provides membership services to serving & retired members of the UK Armed Forces, NATO, Commonwealth, and their families. The Club, which is close to Marble Arch, has 200 bedrooms, extensive dining facilities, and seven Event Rooms which are available for Club members. Our Event Rooms are hired to generate revenue for the charity. The Club operates a number of schemes to provide free breaks for serving members of the Armed Forces.

We currently have a fantastic opportunity for an experienced Finance Assistant

### **The Role:**

This is an excellent opportunity for a Finance Assistant seeking to strengthen their expertise. The finance Assistant will manage the purchase ledger from approval to payment, manage the efficient filing of invoices (hard and soft copies) and periodic archiving, and handle monthly supplier reconciliations. The successful candidate will be responsible cashiering of the Club's revenues; collecting, counting and preparing the daily cash takings for banking/collection. You would be required to assist other Departments in adhering to correct cash handling procedures and manage the Floats across the organisation.

### **The Person**

We require a good working knowledge of Microsoft Office Word/Excel. Previous purchase ledger experience is essential. You must have the ability to multi-task and work to tight deadlines, with attention to detail. Fluency in English and the right to work in the UK are essential.

### **Benefits**

- 28 days' annual leave (Pro Rata)
- Meals provided whilst on duty
- Company pension scheme
- Training opportunities
- Uniform provided

The VSC is committed to staff development and supervision, and we will provide a detailed induction and on-going training and support. We are an equal opportunities employer, and we welcome applications from all sections of the community.



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If you feel this role is for you, please email your CV to [recruitment@vsc.co.uk](mailto:recruitment@vsc.co.uk)