



Finance Coordinator

Central Team - Maternity Cover

This is an exciting opportunity to join our Central Team at Thrive Tribe. We're looking for a Finance Coordinator to join our Finance team! This role will give you the opportunity to work closely with other services as you help support and coordinate the financial processes and systems for Thrive Tribe and MAN v FAT.

Like all roles at Thrive Tribe, you can expect your time at work to be fun, varied and challenging. We don't like to stick to a firm JD as we know from experience that things change throughout the lifetime of a role and it gives our people the chance to play to their strengths.

What might your typical day look like?

- Helping us maintain the ethos of Thrive Tribe by driving our organisational culture forward across our services and using every opportunity to embed our values!
- Coordinating financial elements including invoices, staff expenses, credit cards and petty cash.
- Ensuring accurate processing of financial documents from across the services to meet company payment run deadlines.
- Dealing with financial related queries from service managers, staff members, suppliers and customers.
- Working with colleagues across all of our Thrive Tribe services to contribute to new projects and service developments – we're always looking to share knowledge and resources!
- Ensuring due consideration is given to Information Governance and Clinical Governance legislation, requirements and guidance.

What are we looking for?

More than anything, we are looking for a team player who puts their heart in to their work. Our core values are very important to us and guide everything we do, so we'd love it if they resonate with you too!

 our values	 Be effective You are patient and can adapt under pressure. Always happy to make time for other people. And have a great attitude.	 Be the change You like helping people. You will be working with those who need help the most, empowering them to make positive changes to thrive.
 Be big-hearted You want to make a difference. Working with a like-minded team of optimistic people, we want the same thing to do meaningful work and change lives.	 Be happy You recognise the power of a smile. You value a fun, supportive workplace and want to come to work raring to go. (Check out our rating on Glassdoor).	 Be successful You are motivated and driven. Happy working solo or as part of a team, you love meeting targets. And will be given opportunities to contribute and develop your career.

To work with us in this role you will need to have excellent organisational skills, an attention to detail, some finance experience and be able to work independently with minimum supervision. However, we hire based on attitude over traditional skills and experience so if you feel you are right for the job we would love to hear from you!

What makes Thrive Tribe a great place to work?

Every person makes Thrive Tribe the incredible place it is to work and play together, we're unstoppable. Within our buzzing environment our talented people work hard but we ensure lots of fun is thrown in too! We offer you;

- Flexible working
- Team culture building days
- Employee Health and Wellbeing Programmes
- Pension and Life Insurance Schemes
- Online Shopping discounts
- A day on us to participate in a Physical Activity of your choice!

Contract: 1-year Fixed Term Maternity cover, part time 22.5 hours

Salary: £14,100 per year (FTE £23,500)

Closing Date: The closing date for applications is the end of the day on 22nd March. This is an internal only role.

We reserve the right to close applications when we have received a sufficient number of suitable applicants.

To apply: Send your CV and a covering letter of at least 250 words to laura.taylor@thrivetribe.org.uk.

Interviews are likely to take place on the 26th March and will be online via Microsoft Teams or Zoom.

Location: This job is based at Thrive Tribe HQ in Stratford. The job will involve home working whilst this isolation period continues. Once we are back to normal, it will be possible to undertake the duties through a mixture of office and home-based working.

Got a question? Contact Laura Taylor, Finance Manager for Thrive Tribe on 07508 983194.

Thrive Tribe is an equal opportunity workplace.

We are committed to equal employment opportunity and will not discriminate.