

## **JOB DESCRIPTION**

**Role:** Assistant Accountant  
**Responsible to:** Head of Finance  
**Contract:** 3 - 4 days a week (equivalent to: 22.5 – 30 hrs p.w.)  
**Salary Grade:** £28 - £30k FTE

## **PURPOSE OF THE ROLE**

The assistant accountant is a key member of the finance team supporting the Head of Finance with a range of financial duties in a varied and busy role. This extends from day-to-day transactional processing to supporting the delivery of monthly management information and assisting in year-end financial reporting for the Charity and commercial trading subsidiary.

## **KEY RESPONSIBILITIES**

### Financial Administration

- Monitoring the Finance Accounts Mailbox and responding to enquiries
- Invoice processing. Matching invoices and querying variances with staff & suppliers where necessary. Filing and exporting matched invoices to Sage 50c accounting system
- Reconcile petty cash; monthly bank statements and debit cards
- Record grants, donations, events and other income including raising sales invoice and associated credit control duties.
- Processing or overseeing twice monthly supplier BACS payments, ensuring correct authorisation in line with financial policies.
- Maintain efficient and accurate bookkeeping and records management of financial accounts including regular reconciliation activity
- Ensuring company policy is followed with regards to new supplier set up, supplier UTRs, travel and subsistence. Liaising with suppliers and artists for additional information where needed.
- Deputise for Head of Finance if necessary

### Programme Support

- Liaise with and respond to inquiries from members of staff, suppliers and partners.
- Produce monthly departmental budget reports
- Assist in the preparation of annual exhibition tax relief claim workings – working with programme colleagues to calculate direct spending, labour hours and apportioned overhead costs for each exhibition
- Training and assisting other colleagues with finance spreadsheets and Sage tasks

### Management reporting

- Monthly management accounts – Ensuring all spend is in the ledger, preparation and posting of the accruals & prepayments, running sage month end depreciation, pulling reports from

sage into our custom spreadsheet and updating forecasts, then analysing the data to review with Head of Finance

- Assisting with the budget setting process and aligning budgets approved by the board with the management accounts spreadsheet
- Supporting with Gift Aid claims and VAT partial recovery claims

#### Financial reporting

- Year end – working to strict deadlines, helping to ensure the ledger is accurate and complete, preparation of year end prepayments and accruals, assisting with extended TB
- Answering requests from external auditors
- Assisting with the year end stock count

#### **PERSON SPECIFICATION**

Role Specific Competencies:

#### Education/Training

- Minimum of two years previous experience of accounting (including AAT or similar professional qualification/experience)
- GCSE English and Mathematics

#### Communication

- Strong communication and interpersonal skills.
- Conveys and receives information effectively.
- Builds positive working relationships.
- Excellent and accurate standard of written and verbal communication.
- Good administration, numeracy, and IT skills.

#### Technical Experience (Desirable but not essential competencies)

- Sage 50c
- IT skills (Microsoft Office and Excel)
- Utilise spreadsheets and database tools to assist in financial record keeping.

#### Planning and Organisation

- Is able to organise own time effectively, responds to changing priorities, and meet deadlines as required.
- Completion of work within area for which responsible to deadlines and agreed standards.
- Be able to demonstrate attention to detail and have a 'can-do' attitude
- The ability to work to strict time constraints and prioritise tasks
- Excellent attention to detail

#### Teamwork

- Works co-operatively and flexibly with colleagues, co-workers and promoters.
- Seeks ideas and input of own and other teams to make best use of team expertise and improve performance.