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**Finance Assistant**

# Job Description

**Job Purpose**

To support the Finance Director in the day to day administration of the company’s finances.

**Responsible to:** Finance Director

## Key Responsibilities

## Transaction processing

1. Record sales invoices, purchase invoices and bank receipts
2. Prepare and record cheque and BACS payments
3. Record transactions relating to the company credit and debit cards
4. Manage the company petty cash system
5. Prepare monthly staff expense claims
6. Complete monthly bank reconciliations and other reconciliations as required

## Other financial duties

1. Provide assistance to the Finance Director regarding the day to day banking needs of the company, such as cashflow, direct debit arrangements and the transfer of funds between accounts
2. Provide assistance to the Finance Director in the preparation and processing of the company’s payroll
3. Maintain the company’s filing system for all financial data
4. Take responsibility for the regular updating of customer, supplier and employee databases within Sage
5. Follow up accounts receivable on a monthly basis by email/phone as appropriate, and advise the Finance Director on persistently late payers
6. Deal with external financial queries in consultation with the Finance Director and other staff, as appropriate
7. Assist the Finance Director in the preparation of monthly and quarterly management accounts and papers for the Finance Sub Committee.
8. Liaise with the company auditors and support the Finance Director in the preparation of year end accounts
9. Undertake other duties as and when required by the Finance Director or Executive Director

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**Finance Assistant**

**Person Specification**

**Essential**

1. Experience of financial administration
2. Experience of software packages, including Word, Excel and a computerised accounts package, preferably SAGE
3. High level numeracy skills and attention to detail
4. Excellent time management and strong organisational skills
5. Good communication skills both written and verbal. (NB Graeae recognises that this can be achieved by various means, e.g. through a third party communicator)
6. Ability to contribute as part of a small team
7. Ability to work with databases and administration systems
8. Commitment to the implementation of Graeae’s Equal Opportunities & Diversity policies within the areas relevant to the post.
9. Willingness to undertake training.

### Desirable

1. Interest in/experience of theatre/Arts/Voluntary Sector
2. Awareness of current disability issues



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# Summary of main terms and conditions of service

*Contract*

This post is permanent, part time hours (0.6 full time, 21 hours per week plus lunch).

*Salary*

The salary offered is £16,200 per annum pro rata (£27,000 FTE) and is payable monthly.

*Hours*

This is a part-time post working 21 hours a week usually within the hours of 8.00am – 6.00pm Monday to Friday. Some flexibility will be required.

There is no overtime payable but time off in lieu (TOIL) of hours worked may be taken in negotiation with line manager.

*Probation*

Confirmation of employment is subject to a three-month probationary period for new staff members.

The period of notice from either party is one week during the probationary period and three months thereafter.

*Pension*

You will be automatically enrolled into Graeae’s pension scheme on joining. The employer contribution is 7% of your gross salary and the minimum employee contribution is 3% of your gross salary.

*Holiday*

The post holder is entitled to 15 days paid holiday (increasing in subsequent years) plus a pro-rated allocation for public holidays. Holiday entitlement may not be carried forward and there is no cash alternative except at termination of employment.

*Training*

Graeae has a training policy and is committed to developing staff, encouraging them to expand their skills during their employment with the organisation.

We have set aside a training budget for this role to assist with bookkeeping or accountancy qualifications if desired.

*Other Benefits*

Graeae participates in the Cycle to Work scheme. Holiday, sick and parental leave are all over the required minimum.