

JOB DESCRIPTION – Finance Assistant (part-time)

Reporting to:	Head of Finance
Key relationships:	Office team; shop and reception.
Days per week:	2 – 3 days per week
Job Title:	Finance Assistant
Terms:	Permanent (subject to six months probationary period)
Salary:	£24,500 to 27,500 per annum pro-rata.
Application Deadline:	14 th May 2021

MAIN PURPOSE OF ROLE

The Finance Assistant supports the Head of Finance in all aspects of managing the Art School's day-to-day finance function including data entry and updating financial records, financial administration along with assisting with the production of financial information for reporting purposes and deputising for key administrative functions during busy periods, absence and annual leave.

MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of the post are:

Financial record keeping

- Responsible for regular data entry and updating of financial records
- Ensuring all financial transactions are correct and bona fide
- Recording income and expenditure onto Sage50 Accounts
- Monthly credit card reconciliation
- Credit control: to record fee payments and updating student fee records
- To assist with monthly bank reconciliation

Invoicing and payment processing

- To assist with the preparation and processing of the monthly payroll.
- To assist with invoicing for student fees.
- Banking: to undertake cheques and cash deposits.

Financial administration

- To maintain the electronic and hard copy filing system for all financial and related administrative records
- To open and process finance department post and deal with responses as necessary
- To deal with supplier queries

Financial reporting

- Supporting with the preparation monthly management accounts, forecast and budgets.
- Supporting with year-end processes, including the preparation of statutory annual accounts.

Additional duties and responsibilities

- Undertake any other duties of a reasonable nature as requested by the Head of Finance
- To adhere to a student focus and service culture in the delivery of the Art School's finance function.

Personal Qualities

- Excellent interpersonal and communication skills
- Accuracy and attention to detail
- Ability to prioritise, plan and work under pressure
- Ability to work on own initiative
- Good analytical and problem solving skills
- Maintain privacy and confidentiality in line with Art School policies
- Adopt a flexible approach to working patterns to suit the needs of the role as required

Software Skills

- Sage 50 Accounts
- Sage 50 Payroll
- Microsoft Excel (intermediate level)

Knowledge and Experience

- Practical experience in processing financial transactions
- Understanding the role of the finance function in small organisation
- General knowledge of finance and business practices
- Minimum 2 years of experience in a comparable role

Other

- Ability to meet the requirements of UK 'Right to work'.

Staff Development

- To ensure continuous personal development and to keep abreast of technical and other relevant developments and related information;
- Participate in the Art School's annual staff appraisal scheme (Individual Performance Review), and in staff development and training activities as agreed with the Line Manager

It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The postholder should also counteract such practice or behaviour by challenging and reporting it.

This is a description of the job as it is presently constituted. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes following negotiation with the postholder.

Key Reference documents:

- Staff Support and Development Handbook
- Professional Code of Conduct
- Art School Moodle Site:
- Student Charter
- Art School website
- Health and Safety Policy and other Art School policies related to the post