

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; some working from home possible by negotiation
Job Title:	Finance Assistant
Terms:	Permanent (subject to six months probationary period)
Salary:	£25,500 to 28,500 per annum pro-rata.
Application Deadline:	Tuesday 26 October at midnight

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
- Assisting with monthly bank reconciliation

Financial reporting

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

Invoicing and payment processing

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

Financial administration

- Maintaining electronic and hard copy filing systems for all financial and related administrative records
- Processing supplier and general finance department queries and responding as necessary

Staff Development

- Undertaking continuous personal development and keeping abreast of technical and other relevant developments and related information;
- Participation 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

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.

Person Specification

ATTRIBUTES & EXPERIENCE	ESSENTIAL	DESIRABLE
1. Relevant Experience	<ul style="list-style-type: none">• 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	
2. Education and Training	<ul style="list-style-type: none">• AAT qualification or equivalent	
3. General & Specialised Knowledge	<ul style="list-style-type: none">• Good command of accounting and payroll software• Good Excel skills (intermediate level)	<ul style="list-style-type: none">• Knowledge of Sage 50 Accounts & Sage 50 Payroll
4. Skills, abilities and attributes	<ul style="list-style-type: none">• 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	

	<ul style="list-style-type: none">• Maintain privacy and confidentiality in line with Art School policies• Flexible approach to working patterns to suit the needs of the role as required	
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All staff must meet UK "Right to Work" requirements

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

October 2021