

## **Finance Assistant**

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### **Salary**

£28,000 - £32,000 FTE (£16,000 - £18,286 pro rata), subject to experience.

### **Hours**

Up to 20 hours per week spread across 3 to 5 days (0.57FTE). We would be keen to discuss a flexible working arrangement with the right candidate to ensure that this role fits well alongside their other commitments.

This role would be well-suited to someone who would like to set their own hours and would benefit from a flexible approach and opportunities around hybrid working.

### **Location**

This is a hybrid role that can be predominantly home based with occasional work at our office in Soho.

## **Person Specification**

### **Essential**

- A minimum of two years' experience in a similar role
- Ability to work with a high degree of accuracy and detail in a calm, professional manner
- Able to meet deadlines and manage a busy workload and work independently
- Good working knowledge of Microsoft office, particularly Excel
- Experience using Sage 50 accounting software or similar packages
- Experience of dealing with foreign currency transactions
- Able to communicate financial information to non-finance specialists
- An understanding of accounting processes and procedures

### **Desirable**

- AAT Level 4 qualification or equivalent
- Working knowledge of VAT partial exemption
- An understanding of how performing arts organisations operate
- Previous experience of working in the charitable finance sector

## **Job description**

### **Bookkeeping**

- Ensure bookkeeping is up to date on a weekly basis
- Perform regular bank reconciliations, including foreign currency accounts
- Reconciling and processing credit card statements on a monthly basis, reviewing transactions and requesting supporting receipts/paperwork as necessary
- Raise sales invoices and enter onto Sage
- Enter all approved purchase invoices weekly and reconcile supplier accounts, identifying and requesting copies of any invoices not received and resolving issues
- Prepare the weekly payment run for approval
- Reconcile patron ticket income
- Monitor coding by staff ensuring its accuracy

### **Player payments**

- Check player paysheet calculations
- Prepare player remittance advice in a timely manner
- Process players payments for approval
- Respond to ad-hoc queries from players with regards to their pay
- Update new player details on our banking system, liaising with the concerts team.

### **Other**

- Ensuring the organisation's internal financial control procedures are followed and adhered to at all times
- Assisting other departments with finance related queries
- Ensuring all cheques and cash received is banked in a timely manner
- Collating and submitting annual Section 16 returns to HMRC
- Prepare ad hoc reports as requested by senior colleagues
- Assist the Finance Manager and Head of Concerts in reconciling projects
- Assist the Finance Manager in preparing VAT returns
- Help maintain records and accurate filing of finance records, ensuring compliance with HMRC requirements
- Assist the Finance Manager with the preparation of the audit file and audit requests as they arise