



BEACON ARTS CENTRE

JOB DESCRIPTION

POST: **Finance Officer**

HOURS: 37.5 hours per week pro rata at 24 hours per week

SALARY: £23,000 per annum pro rata

REPORTS TO: Director of Operations and Business Development

DATE: February 2017

This post is subject to disclosure.

JOB PURPOSE:

To work closely with the Director of Operations and Business Development, Management Team and the Company's accountant to provide a general finance service and routine office function

KEY TASKS:

Finance Duties

- coordinate purchase orders, process invoices and payments via cheque and online banking
- coordinate sales orders, raise invoices and process income
- enter financial details on the SAGE ledger
- undertake monthly bank reconciliations

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| <ul style="list-style-type: none"> • ensure all VAT returns are made on time and that other legal obligations are met with regard to finances |
| <ul style="list-style-type: none"> • prepare bespoke spreadsheets for monthly management accounts |
| <ul style="list-style-type: none"> • prepare and track invoicing and drawing down of monies for various grant funders |
| <ul style="list-style-type: none"> • pursue aged creditors and debtors with the team |
| <ul style="list-style-type: none"> • process cash sheets from Box Office etc |
| <ul style="list-style-type: none"> • reconcile sales for shows and events with promoters |
| <ul style="list-style-type: none"> • control and issue petty cash as and when required in accordance with company policy |
| <ul style="list-style-type: none"> • maintain filing systems in a confidential, orderly and up to date manner |
| <ul style="list-style-type: none"> • prepare company finances for annual audit inspection |
| <p>Payroll</p> |
| <ul style="list-style-type: none"> • carry out full payroll function for Greenock Arts Guild Limited including online payslips |
| <ul style="list-style-type: none"> • manage the company pension scheme and auto-enrollment |
| <p>Office Duties</p> |
| <ul style="list-style-type: none"> • record and file personnel information and documents such as leave forms, training records etc |
| <ul style="list-style-type: none"> • prepare show and event contracts and booking accommodation for visiting companies etc |
| <ul style="list-style-type: none"> • manage subscriptions and company memberships |
| <ul style="list-style-type: none"> • order and manage stationery and general supplies within budget |
| <ul style="list-style-type: none"> • monitor, review and maintain office equipment and maintenance contracts; |
| <p>Other Duties</p> |

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| <ul style="list-style-type: none"> • use Box Office reporting system |
| <ul style="list-style-type: none"> • use Room Booking software system |
| <ul style="list-style-type: none"> • engage in all aspects of safe and efficient working practices in line with Health and Safety at Work legislation and the company's health and safety policy |
| <ul style="list-style-type: none"> • carry out any other duties that may be requested by the Director of Operations and Business Development or Senior Management Team |

PERSON SPECIFICATION

| Criteria | Essential | Desirable | Evidence |
|--------------------------------------|---|--|-----------------------------|
| Education, Qualifications & Training | Finance and / or admin training | HND / Degree or equivalent in related sector | Application Certificates |
| Skills, Knowledge & Competencies | Minimum of 2 years' experience of bookkeeping Proven ability with SAGE finance system Experience in running Payroll systems Understanding complex and multi-grant income streams Understanding of customer service standards Excellent interpersonal skills Experience as a collaborative worker Proven IT ability | Financial experience in a theatre or arts setting Understanding and managing budgets Experience of working with specific target groups and / or within regeneration context Experience of working with charities Room booking and Box Office systems | Application Certificates |

