

## Rep Job Profile

<b>Job Title:</b>	Finance Officer	<b>Department:</b>	Finance
<b>Contract Type:</b>	12 months fixed contract	<b>Salary (Grade):</b>	£27,613.42 per annum (Officer 2)
<b>Hours:</b>	30	<b>Reports to:</b>	Finance Manager

### Role Summary

The Finance Officer will be responsible for the purchase and sales ledger and associated accounting activities linked to the theatre and its commercial subsidiaries.

You will need to have a high standard of literacy and numeracy to work in a fast-paced environment.

The candidate should have finance experience and strong data management experience.

### Main Responsibilities

- To set up supplier accounts after verifying company details and bank details.
- To process invoices from the relevant finance inbox – matching to purchase orders.
- To ensure prompt payment of suppliers via payment runs.
- Set up new credit accounts with suppliers when requested by the relevant budget holders.
- Deal with supplier and departmental queries.
- Keep purchase and sale ledger accurate and eliminate any errors that have occurred.
- Process monthly credit card spends.
- Process authorised expenses claims (supporting all group departments).
- Count cash collected from the Bar and donations from shows to prepare for banking.
- Process petty cash and any ad hoc cashier tasks (supporting all group departments).
- Daily reconciliation of supplier statements.
- Daily banking – post transactions that appear on the bank statement into the finance system as well as completing the monthly Bank reconciliations.
- Reconciliation of purchase and sales ledger as part of month end.

- Any other reasonable duties required for the smooth running of the Finance department.
- This role requires you to work with other members of the organisation (finance and non-finance staff) i.e commission reviews, debt collections and account corrections.

*The duties and responsibilities set out should not be regarded as exclusive or exhaustive. Post-holder may be required to undertake other reasonably determined responsibilities appropriate to the level of the role.*

## Accountabilities

### You will be responsible for...

Processing, monitoring and correcting transactions on the purchase and sales ledger, raising sales invoices, banking, commission invoices and VAT corrections.

## Person Specification

### You must have...

- Minimum GCSE Math's and English grade C/5
- Computer literate on MS Office and advanced experience of using excel and modern cloud-based payment/finance systems.
- Strong organisational and administrative skills.
- Excellent communication and interpersonal skills.
- Works well under pressure and to deadlines.
- Understands the importance of good internal and external customer relations.
- Minimum two years' experience of working in a finance office in a similar role.

*If you do not demonstrate that you meet these minimum criteria, you may not be shortlisted.*

### It'd be great if you had...

- Experience in using Access Dimensions Finance Software.
- An interest and knowledge of the theatre.
- Self-motivated, resilient and able to work un-supervised.
- Charity experience