

Job Profile

Finance Assistant

Responsible to: Head of Finance/Finance Manager

Works closely with: All internal departments and external suppliers

Role Overview

The role of Finance Assistant supports the operation of the finance department. The postholder will be required to work flexibly as part of a small but very busy Finance Team. We need someone with a positive and proactive attitude to work, with a questioning nature, to ensure all tasks are carried out accurately and on a timely basis.

Specific duties of the post

Tasks will include – but may not be limited to:

- Coding of supplier invoices, including chasing up and resolving any queries.
- Posting of invoices to Xero Accounts (as necessary).
- Assisting with credit control, including sending reminder letters and emails chasing for payment.
- Assisting with cash and bank reconciliations.
- Assisting with year-end audit file preparation.
- Preparation of weekly payment runs.
- Maintaining sales and purchase ledgers.
- Assisting company and departmental filing, including (but not limited to) setting up and maintaining files for projects, grants, financial agreements, setting up and maintaining general office filing systems, paper and digital.
- Clarity service invoice production.
- Companywide credit card reconciliations.
- Commercial Till Takings.
- Assisting the Finance Manager with monthly management accounts.
- Liaise with other departments as necessary to provide costings for bar/café/conferencing/banqueting menus.

Additionally, the Finance Assistant may be required to assist the Head of Finance and Finance Manager with working projects and in preparing various analyses and nominal ledger work.

showroom | WORK STATION

Person Specification

Essential:

- Confidence in using Microsoft Office suite, particularly excel.
- Ability to communicate confidently and appropriately on the telephone, by email and in person.
- Experience of using Xero Accounts, or similar accounting package.
- Qualified to AAT3 or A level maths minimum or proven equivalent experience.
- Demonstrable time management skills, ability to prioritise own workload, to work to deadlines and act on own initiative.
- Proven problem-solving skills/a questioning nature to ensure tasks are carried out correctly.
- A commitment to equality, fairness, and diversity.
- Experience of working in a similar role and/or working in a professional environment.

Desirable:

- Experience of working with charity accounts.
- Interest in or knowledge of film and media.
- Interest in and knowledge of the creative and digital sector.
- Experience of using Outlook calendar to prioritise workload.

Key terms:

Hours:	37 hours per week
Salary:	£25,265 per annum
Holidays:	29 days annual leave including statutory holidays, per annum
Contract length:	Fixed term for 1 year
Base:	Showroom Work Station, Sheffield