

Finance Assistant

Reporting to	Financial Accountant
Department	Finance
Contract Type	Part time, 20 hours, Permanent
Salary	£26,250 Pro Rata

| Different every day

Poole Arts Trust Limited, Registered in England and Wales Number 1368325.
Poole Arts Trust (Trading) Limited, Registered in England Number 1368368.
Poole Arts Trust is a registered Charity Number 275961.

SUPPORTED BY



AFFILIATED WITH



Principle Purpose of the role

Reporting to the finance accountant, you will have responsibility for a wide range of duties, including the maintenance of the purchase ledger system and control environment ensuring the imputing of financial information is complete and made on a timely basis into the system to ensure up to date management information is available.

The expectation is that the role is potentially a training position or may suit someone looking for a working pattern around other commitments wanting to gain experience and knowledge, whilst making a contribution to a busy finance environment.

Planning and delivery

- To input suppliers' invoices and credit notes into the system, ensuring they are coded correctly with Nominal Ledger, Departmental and Budget codes. Including the processing of purchase orders where necessary. In both Trust and Trading Company.
- Obtaining Budget holders authorisation of purchase invoices and collating them once authorised for scanning and linking to Sage Intacct.
- To check accuracy, the VAT element of supplier invoices and ensure that this is entered on to the system correctly regarding the VAT status of Lighthouse.
- To check aged creditors, report monthly and reconcile to the Purchase Ledger.
- To check supplier statements against the Purchase Ledger balances
- To assist the Finance Team in monthly cash audit of the organisation to include weekly checks of the Beacon Café and back up floats, together with petty cash reconciliation and change level monitoring.

Communication

- To act as a contact for suppliers and companies in relation to general financial enquiries.
- Ensure good clear communication with all operational departments including technical, marketing and Box office, attending team briefings and other company meetings and events if required.
- Maintain and develop good contacts and working relationships with colleagues, customers, artists, contractors, suppliers, stakeholders and external organisations in order to promote the value of the work we deliver.

Finance

- To work within agreed defined budgets.
- Obtain quotes and check they are honoured.

Health and Safety

- Adhere to health and safety legislation and Lighthouse's policies and procedures.
- Ensure all health and safety procedures are communicated with artists, managements, freelance creatives and programming staff
- To minimise the Trust's environmental impact wherever possible adhering to and supporting its Sustainability Policy. To include recycling, switching off lights, computers and equipment when not in use. Helping to reduce paper waste by minimising printing/copying, reducing water usage and reporting faults and heating/cooling concerns promptly.

Representation

Represent Lighthouse at performances, meetings, and events, as and when required.

Diversity

To be aware of and embrace the EDIB culture at Lighthouse at all times.

Values

.Work to and promote the Lighthouse values of being Aspirational, Welcoming & Excellence.

Any other duties as may be reasonably required.

Personal Specification

Experience and knowledge

- Proven ability to enter and process financial data accurately. (SAGE)
- Good IT skills including Microsoft office applications, word, excel, outlook, including using email, internet/ Intranet and databases.
- Excellent written and verbal communication skills
- Flexible and enthusiastic approach.
- Organising own work and managing deadlines.
- The flexibility to work increased hours as required and dedicated by seasonal peaks in organisational activity.
- Good general level of formal education (Including English and Maths (GCSE or equivalent passes).
- Management of records and filing systems.
- Proven experience off working within budgets.
- Sound working knowledge of VAT would be helpful
- IT qualifications (e.g. ECDL, Microsoft Office Certificate or similar)

Competencies and skills

- Clear sympathy for Lighthouse's core values; Aspiring, Welcoming, Excellent
- Confident, conscientious, enthusiastic and professional with a good sense of humour and a positive outlook with a 'can-do' approach.
- Excellent communication and interpersonal skills with the ability to present information in a manner appropriate to the audience, draft correspondence and email responses.
- Ability to work unsupervised, take responsibility, establish priorities and meet deadlines.
- Ability to perform accurately under pressure, meet deadlines and make decisions.
- Excellent organisational skills.
- Ability to analyse and use data and management information.
- Have problem solving skills to deal with accounting queries.
- Ability to build and maintain strong working relationships with both internal and external colleagues.
- A good team player.
- Ability to identify confidential information and treat it appropriately.

Personal characteristics

- Must enjoy working with people and be customer focused.
- Adaptable to change.
- Dynamic, energetic and enthusiastic.
- Proactive and results orientated.
- Tactful, approachable, discreet and diplomatic.
- Flexible and reliable.