

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

Job Title: Finance Assistant

Department: Finance

Reporting to: Head of Finance

Hours: 22.5 hours

**JOB SUMMARY**

The Finance Assistant role is responsible for raising sales invoices, managing and processing all incoming payments, ensuring timely collection of outstanding invoices, and maintaining accurate financial records. They will also play a vital role in supporting the finance team by assisting with a variety of accounting tasks, including maintaining supplier records, processing Purchase invoices, reconciling customer/supplier accounts, bank reconciliations & expenses. This position requires attention to detail, & strong organisational skills.

**MAIN DUTIES**

**Sales Invoice Management**: Generate, review, and send out invoices to customers based on sales orders, contracts, and agreements.
**Payment Processing**: Record payments received via various methods (cheques, bank transfers, credit cards, etc.) and reconcile payment discrepancies.
**Collections**: Contact customers to follow up on outstanding invoices, ensure timely payments, and resolve any issues related to overdue accounts.
**Account Reconciliation**: Reconcile accounts receivable ledgers with bank statements and ensure accurate reporting of all transactions.
**Reporting**: Prepare weekly or monthly aging reports that summarise outstanding sales invoices and their due dates. Assist in preparing reports for management and auditing purposes.
**Customer Support**: Address customer inquiries related to billing, payment status, and discrepancies in a professional and efficient manner.
**Data Entry & Record Keeping**: Maintain accurate and up-to-date records of all accounts receivable transactions in accounting software.

**ASSISTING DUTIES**

**Purchase Invoice Processing**: Receive, verify, and process supplier invoices against purchase orders and delivery notes. Ensure that all necessary approvals are obtained before payment is processed.
**Payment Processing**: Prepare and process payments, including cheques, bank transfers, and card payments. Ensure that all payments are made accurately and on time.
**Vendor Management**: Maintain accurate records of supplier accounts and assist with resolving any discrepancies, such as overcharges or disputes.
**Reconciliation**: Reconcile accounts payable transactions, ensuring that all invoices are paid correctly and on time and that the general ledger is updated.
**Reporting**: Generate accounts payable reports, including outstanding balances, payment schedules, and vendor aging reports for management review.

**Expense Tracking**: Track company expenses related to accounts payable, ensuring all records are accurate and up-to-date.
**Bank Reconciliation**: Assist with monthly bank and credit card reconciliations, ensuring all transactions are accurately recorded.
**Collaboration :**Liaise and resolve with HOD/Managers any accounting and audit queries.

**ADHOC**: Participate in any general administration, projects and other duties as and when required by the Head of Finance.

Comply with all statutory and Hippodrome requirements in the areas of compliance such as safeguarding, GDPR, health and safety. E-learning training (which must be completed during the first three months of employment) as well as internal courses are provided to ensure you have the relevant knowledge in these areas.

**What we’re looking for in the ideal employee specifically for this role: -**

|  |  |  |
| --- | --- | --- |
| **Requirements** | **CORE: The successful candidate will meet most of these requirements.** | **DESIRABLE: the successful candidate should meet some of these requirements.**  |
| Education Training and Qualifications | * Numeracy qualification.
 | * Member of Association of Accounting Technicians (AAT).
 |
| Skills, knowledge and abilities | * Good numeracy and accuracy skills.
* Computer literacy including Microsoft Excel and Word to at least intermediate level.
 | * Experience of computerised accounting packages.
 |
| Experience | * Purchase/Sales Ledgers experience.
* Experience of working in a finance department.
* Experience of a fast-moving business environment working to deadlines and taking responsibility when required.
 | * Experience in a cultural, entertainment or attractions venue.
* General bookkeeping experience.
 |
| Personal attributes | * Serves the internal and external customer well. Responds to requests in a timely way or explains why they are not able to.
* Is tolerant and open-minded considering diversity in their work.
* Uses IT and other work systems to create transparent ways of working.
* Understands the change process, that it takes time and is optimistic about the future.
* Organised administrator with a can do attitude.
* Have a friendly but firm approach when dealing with customers & chasing debtors.
* Interest in and knowledge of the arts in general and performing arts in particular.
 |  |

**To be successful in this role you will need to align with our values. Our values are all about who we are, what we believe in, and what sits at the very heart of a Birmingham Hippodrome experience.**