

## Finance Assistant: Job Description & Person Specification

<b>Post Title:</b>	Finance Assistant
<b>Responsible to:</b>	Finance & HR Manager
<b>Key contacts:</b>	The Stables staff and volunteers, external suppliers and customers

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### About The Stables

The Stables, based in Milton Keynes, is one of the UK's leading music venues with a vision to engage the widest range of people with music in all its diversity. Our task is to enrich people's lives with opportunities to access, participate in and experience live music, and the arts in general.

We currently deliver over 400 concerts across all music genres, and 250 learning and participation projects including the National Youth Music Camps, each year. We also produce IF: Milton Keynes International Festival, a biennial multi-artform festival founded in 2010 which people with extraordinary events in unusual spaces and in unexpected ways.

[www.stables.org](http://www.stables.org)

[www.ifmiltonkeynes.org](http://www.ifmiltonkeynes.org)

### Role overview

The Finance Assistant plays a key role in the smooth and effective running of the finance department working closely with the Head of Finance & HR. Undertaking a range of financial and administrative tasks, the role is a fantastic opportunity for someone with some experience in financial administration who would like to develop a career in charity finance and is interested in music and the arts.

The candidate will need to demonstrate a high level of numeracy, organisational skills, attention to detail and an enthusiasm for working in a busy office environment that also provides an opportunity for skills development.

## **PRINCIPAL RESPONSIBILITIES**

*Please note that this Job Description is designed to give you an overall view of the job and is not a definitive list of tasks.*

### **Cashiering**

Taking day to day responsibility for back office cashiering for the bars, café and box office including:

- Counting, checking, controlling and recording all cash and credit cards takings
- Preparing banking for deposit
- Reconciling cash ensuring compliance with our internal controls, investigating variances and escalating them through our internal controls procedure
- Ensuring adequate floats are held at all times to meet the needs of each individual area of the organisation
- Preparing journals for entry onto our Exchequer accounting system

### **Purchase Ledger**

To undertake day-to-day data input and control for the purchase ledgers including:

- Matching delivery notes to invoices for stock received
- Matching purchase invoices received to purchase orders raised
- Ensuring all invoices are authorised by the relevant budget holder in line with internal policy and controls and are coded correctly
- Ensuring invoices are received and authorised in line with internal controls for payments made by Direct Debit
- Accurate recording of all invoices to the ledgers ensuring paperwork received is invoiced to and recorded in the correct company, to the correct department and the correct nominal ledger code
- Recording and reconciling credit card payments made to monthly statements ensuring adequate VAT invoices are received to support payments made
- Reconciling supplier statements and resolving queries
- Assisting with the timely payment of invoices and contracts as they fall due via BACS
- Ensuring all documents are received and recorded accurately in a timely manner for invoices and contracts paid by DD and by the company credit card

### **Sales Ledger**

To maintain the sundry Sales Ledger including:

- Raising sundry sales invoices in a timely manner when requests are received from other departments
- Accurate posting and allocation of sales receipts investigating differences if they arise
- Performing credit control ensuring that payments are received in a timely manner and overdue accounts are followed up promptly

### **Reconciliations**

- To complete bank reconciliations for all companies for all bank accounts
- To reconcile balance sheet control accounts

## Administration

To administer financial settlements for concerts, education projects and other events including:

- Liaising with the events departments to ensure that all contract paperwork is complete to enable accurate financial controls and reporting both internally and externally
- Preparing payments both before and after the event, liaising with artists, tutors and managing agents, reconciling to our box office system and ensuring all deductions are made in line with internal controls and the contract
- Maintaining accurate and complete records to enable external reporting to HMRC and The Performing Right Society and any other statutory reporting that may be required
- Assist with the posting of financial transactions generated throughout the business including box office, bar, café, stocktakes, and internal recharges via manual journal upload from Excel or import from other internal systems

## Other

- Undertaking any other duties that are commensurate with the responsibilities of this post including supporting external events such as IF: Milton Keynes International Festival and the National Youth Music Camps
- Following the organisation's policies and procedures as set out in the staff handbook and participating in meetings, performance appraisals and meetings as required
- Providing support for the Finance & HR Manager
- Maintaining confidentiality and compliance in line with GDPR

## Required Skills and Experience

Criteria	Essential	Desirable
<b>Educational Qualifications</b>	<ul style="list-style-type: none"><li>• Good passes in GCSE Maths and English or equivalent examination passes or experience</li></ul>	<ul style="list-style-type: none"><li>• Finance qualification</li></ul>
<b>Work Related Experience</b>	<ul style="list-style-type: none"><li>• Previous cashiering experience</li><li>• Previous experience of day to day computerised bookkeeping (preferably Exchequer)</li><li>• Previous experience of thriving in a busy office environment</li><li>• Competent IT skills</li></ul>	<ul style="list-style-type: none"><li>• Previous payroll experience</li><li>• Previous box office system experience</li><li>• Understanding VAT compliance and reporting</li><li>• Previously worked in a venue or a charity</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Methodical and accurate with an eye for detail</li><li>• An ability to concentrate and work under pressure</li><li>• A team player who can work on own initiative and problem solve</li><li>• Ability to adapt to changing needs, people, clients, IT systems and deadlines</li><li>• Ability to contribute to good working relationships at all levels across the organisation</li></ul>	

	<ul style="list-style-type: none"> <li>An interest in the activities and goals of the Charity with a desire to support all areas of the Charity as and when required</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Must have current driving license and own transport</li> <li>Willingness to undergo training</li> <li>Flexibility to work at other locations locally in Milton Keynes, outside normal working hours at the biennial festival and other large-scale outdoor events</li> </ul>	

## Key Terms and Conditions

The rate of pay for this post will be commensurate with experience in the region of £18- £22,000 per annum pro rata. It is offered as a permanent part-time role (circa 30 hours per week, excluding lunch breaks).

Normal working hours are Monday to Friday 9am-3pm, however it will involve occasional additional hours, or out of hours working to accommodate the needs of the role.

The holiday entitlement for the post is 20 days (plus statutory holidays), increasing each year to a maximum of 25 days + statutory holidays. The post will be subject to a six-month probationary period.

Full terms and conditions will be made available on offer of appointment.

Applicants who wish to discuss the role in advance of application can arrange to talk to Joanna Cooper on 01908 280812 or email [joanna.cooper@stables.org](mailto:joanna.cooper@stables.org).

## Application Process

Applications must be made using the Application Form which can be downloaded from The Stables website [www.stables.org](http://www.stables.org) or obtained from [lorraine.hack@stables.org](mailto:lorraine.hack@stables.org). We regret that CVs cannot be accepted.

Completed applications should be returned **by 12 noon on Monday 9 March 2020** to [lorraine.hack@stables.org](mailto:lorraine.hack@stables.org) or by mail to Lorraine Hack, The Stables Theatre Ltd, Stockwell Lane, Wavendon, Milton Keynes, MK17 8LU. Interviews will be held on Wednesday 18 March for successfully shortlisted candidates.

*The Stables is an equal opportunities employer, which is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.*



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