

Finance Assistant
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Advert

If you are an enthusiastic and organised team player with keen eye for detail then we may have the role for you.

We are seeking a Finance Assistant to support our wider Finance team with administration duties.

Job Description

Department: Finance

Job Title: Finance Assistant

Responsible to: Head of Finance

Job Purpose:

- Assist Head of Finance with administration duties

Key Task Areas
Finance

- Undertake administrative duties associated with the processing of purchase orders, invoices, and credit notes.
- Raising S/L invoices for NTT and The Core
- Preparing BACS runs for payment.
- Cash handling and banking imports for NTT (Box Office and FOH)
- Input show set ups for NTT and The Core.
- Control and Perform Petty Cash Administration
- Assisting Finance Team with all filing and administration.
- Providing holiday and sickness cover within the Finance team as directed by the Head of Finance.

Additional Responsibilities

General

- To carry out any other tasks that will, from time to time be allocated by the Head of Finance.
- To undergo relevant training and development required by the Head of Finance.
- Promote and adhere to the organisation's culture and values.
- To be aware of, adhere to, and implement any legislative requirements consistent with overall duties of this post, with particular regard to

Health and Safety policies and procedures, Data Protection Act 1998 and Equal Opportunities.

- To carry out any other tasks that will, from time to time be allocated by the Head of Finance on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.

Person Specification

Essential Criteria:

Experience:

- Previous experience of computerised systems
- Previous experience of cash handling.
- Experience of implementing / maintaining administrative systems/procedures
- Attending meetings and producing accurate minutes

Skills/Abilities:

- Analytical approach to problem solving
- Excellent IT skills in Microsoft Outlook, particularly Excel and Word
- Accurate and numerate
- Excellent Communication Skills (Verbal and Written)
- Excellent organisational skills

- Ability to work using own initiative
- Attention to detail
- Enthusiastic team player
- Maintaining confidentiality

Desirable Criteria:

Experience:

- Previous experience of computerised purchase ledger operation

Knowledge:

- Computerised integrated accounting systems preferably Exchequer
- Technical knowledge of correct purchase ledger operation
- Computerised sales ledger
- Understanding and appreciation of performing arts and entertainment

Summary of Terms & Conditions

Job Title: Finance Assistant

Contract Type: Full-time permanent position

Salary: £20,000 to £20,500 per annum paid monthly on 20th of each month

Hours of Work: 37 hours per week

Work Location: Royal & Derngate, 19-21

Guildhall Road, Northampton, NN1 1DP and The Core at Corby Cube, George Street, Corby, NN17 1QG.

Holidays: Holiday year April – March. 31 days per annum (including 8 days statutory holiday) - pro-rata in 1st year. 33 days per annum after 3 years continuous service. 36 days per annum after 5 years continuous service.

Notice Period: 4 weeks (once completed probationary period)

Subject to: Satisfactory references, 6 month probationary period and compliance with Immigration, Asylum and Nationality ACT 2006 and the immigration Act 2016

Pension Scheme: Contributory staff pension, 5% employee and 3% employer. NTT pension scheme is provided by NOW pensions. NTT will contribute after 3 months service

Additional Benefits: Free Employee Assistance Programme run by Health Assured, Complimentary tickets available on selected shows throughout the year and 10% discount at our bars and theatre shop.