

Finance Assistant
Job Description
[June 2008]

Key objective: To support the Finance Director in maintaining timely and accurate financial records.

Sales Ledger

Raise invoices for concerts.

Monitor dates of concerts to ensure all invoicing is done on time.

Monitor sales ledger balances and undertake credit control procedures to ensure that all money owed to Britten Sinfonia is collected on time.

Maintain accurate records both with invoice filing and input on sage line 50.

Purchase Ledger

Organise all supplier invoices received.

Process all invoices within each calendar month in time for management accounts.

Reconcile all supplier statements to ensure all invoices have been recorded.

Plan supplier payment run and raise cheques or bacs payments as required.

Raise supplier remittance advice.

Allocate all supplier payment entries onto sage.

Ensure the creditor ledger is clean and tidy and all queries resolved.

Musician Payments

Ensure all musicians are paid promptly when player invoices are provided.

Expenses

Make online payments to staff for expenses claims made by end of each week.

Enter expense details onto sage accounts.

Petty Cash

Ensure that petty cash accounts are accurate and recorded onto sage.

Prepare floats for concert box office.

Responsible for box office cash reconciliation.

Bank Reconciliation

Responsible for ensuring all payments and receipts are logged onto sage.

File bank statements and reconcile individual bank accounts with sage.

Reconcile credit cards with purchase receipts and post to sage each month.

General Finance Support

Maintain filing system to keep accounts department up to date.

Deal with email queries.

Assist other departments about issues relating to finance.

Assisting the finance director with various finance tasks or ad hoc duties.

Provide general office administration where required.

Conditions

Based in Cambridge office

Salary £16,000 per annum (pro rata)

Part time position – approximately 21 hours per week

Three month probationary period during which notice period on both sides will be one week

Thereafter notice period will be one month

Standard office hours are 9.30 – 17.30 with one hour for lunch

25 days holiday (pro rata)

3% of gross salary private pension contribution (after 3-month probation)