

## **Job Description – Finance Coordinator**

### **Hours required**

40 hours per week - weekdays with facilities for some home working.

### **Salary**

£20k up to £25k per annum (dependent upon experience)

### **Job Purpose:**

To manage all operational finance transactions and administration systems, maintain accurate financial records and provide relevant management information.

Work alongside the General Manager and The Station team to deliver the core business.

### **Key responsibilities**

#### **1. Sales and credit management**

- Collect rents and service charges from tenants
- Raise invoices for all sales transactions
- Process payments for sales
- Receive payments and reconcile with invoices
- Collate and bank cash donations
- Issue requests for overdue payments and advise manager of bad debts

#### **2. Purchasing and expenditure management**

- Ensure all purchase orders are approved and accurate
- Process payments to all suppliers and contractors (artists etc.)
- Manage HMRC online accounts and payments
- Manage employee and trustee expenses
- Management of utilities accounts and suppliers

#### **3. Cash and banking**

- Manage bank accounts; payments; check balances
- Reconcile bank statements with accounting transactions
- Manage credit card payments system
- Manage & reconcile petty cash float
- Manage till and event floats
- Manage VAT returns and payments

#### **4. Management accounting**

- Use the Sage system to input and report on all finance activities
- Develop and work to a relevant system of accounting codes
- To maintain ancillary spreadsheet records of income and expenditure for specific activities such as the Car Park, the Shop and the Gallery.
- Maintain secure databases in line with GDPR

#### **5. Payroll**

- Collate payroll information
- Liaise with external payroll provider
- Make salary payments via bank transfer-if authorised by line Manager

#### **6. Office administration**

- Manage incoming and outgoing post
- Maintain electronic and manual filing systems

#### **Job Holder Profile**

- Experience in a finance administration role – preferably within a small business or the third sector
- First level accountancy qualifications essential
- Knowledge and understanding of basic financial principles; sales and purchase ledger; monthly management reporting; profit and loss account; balance sheet
  
- Competent in the use of financial IT systems
- Experience of Sage systems essential
- Able to understand how to input to and report from database systems
  
- Strong organisation and administrative skills
- Able to create and maintain on-line and paper filing and administration systems
- Methodical and organised in managing own workload
- Attention to detail
- Conscientious – chasing tasks through to completion
- Ability to work independently
  
- Confident and assertive – ability to demonstrate excellent interpersonal and intrapersonal skills
- Be confident in using database systems and excel spreadsheets.