

Turner Contemporary

JOB DESCRIPTION

Job Title:	Finance Assistant
Responsible to:	Finance Manager
Salary:	£18,000 per annum pro rate
Part time:	A total of 15 hours per week working Tuesday and Thursday – (0.40 FTE)
Location:	Turner Contemporary Offices, Margate, Kent

Purpose of Job/Key objectives

Support the Finance Manager in recording and retrieving financial details of the company (Turner Contemporary Enterprises Limited), including maintaining financial records, processing payments, cash handling and salaries.

Role of the Finance department

Provide a complete finance service to the whole of the company, addressing all issues of a finance nature and providing all relevant information to meet external demands. These services may include, but are not limited to, any of the following: budget setting, reporting and control, income management, financial reporting to external bodies, annual accounts preparation, debt management.

Principal Duties/Tasks and responsibilities

- Work closely with the Finance Manager to ensure smooth operation of all finance matters
- Support the Finance Manager by inputting into sales and purchase ledgers from source documents
- Matching invoices to statements and purchase orders to invoices
- Input accounting data into the accounting system with speed and accuracy
- Assist in the production of financial statements and applications, preparation of spreadsheets, reports and correspondence as required
- Plan, organise and manage own workload to ensure your contribution to the company's monthly financial reporting process is achieved in a timely and accurate manner
- Ensure swift payment of invoices

- Resolution of finance related queries
- Assist with end of year preparation and procedures
- Provide financial support to team members
- Any other duties that may be deemed appropriate to this role
- A certain level of flexibility regarding availability outside normal working hours is required to attend events and private views

NB this job description is provided to assist the post holder to know their principal duties. It may be amended however from time to time in consultation with you, by or on behalf of the Director of Turner Contemporary without change to the level of responsibility appropriate to the grading of the post.

Person specification

Essential	Desirable
<ul style="list-style-type: none"> • Experience of working within a finance department • Basic understanding of accounting processes and procedures • Awareness of the provisions of the Data Protection Act and be able to apply these within the organisation • Good level of competence in Excel, Word and Outlook and computerised accounting software • Good keyboard skills • Good communication and listening skills • Good organisational skills used in planning own work • Calm and professional disposition • Self motivated and enthusiastic • Ability to work under pressure and meet targets and deadlines • Able to work in a busy office environment that often demands high levels of concentration • Able to respond effectively to changing priorities • Able to manage high volume workload • Able to work effectively with minimal management guidance/supervision • Willingness to accept responsibility • Good analytical ability • Good problem solving ability 	<ul style="list-style-type: none"> • A recognised finance qualification • Working in an arts based organisation • Interest in the Visual Arts