

BROADWAY

Job Vacancy

Job title:	Part Time Finance Assistant/Purchase Ledger Clerk
Reporting to:	Finance Manager
Hours worked:	18.75 hours per week (Flexible)
Salary:	£17,800 to £20,034 (pro rata)
Application deadline:	9am - 4 th October 2021

Broadway, Nottingham is nationally recognised as the cultural leader for independent cinema, arts and technology in the Midlands, offering creative learning, talent pathways and an excellent customer experience to inspire future generations to have a lifelong love of film. With 4 screens, 2 café bars, variety of meeting rooms and workspace, Broadway is committed to widening community access and audience choice, welcoming over 200,000 visitors each year to our diverse programme of independent British, international and screen classics, film industry guests, film courses, special one off events, live theatre, music and opera broadcasts.

Broadway is looking to recruit a Finance Assistant/Purchase Ledger Clerk who, under the supervision of the Finance Manager and alongside the Finance Project Coordinator, will take responsibility for providing the parent company, a not-for-profit charity and its commercial subsidiary, with timely and accurate financial data input. The post holder will use SAGE 50 to undertake finance functions with a heavy emphasis on 'Purchase Ledger' working in a small and busy department, which may entail some independent/unsupervised working. This is an exciting opportunity for the right candidate to develop their finance experience and although AAT finance qualifications are desirable, demonstrative accounting experience in all the key areas of the post is required. We are open to negotiation around the number of days worked in a week and hours worked in a day as well as an option for a small percentage of time worked from home if desired. Working from home days to be agreed during the probation period and after a midpoint review.

Key responsibilities

- Ensure appropriately authorised purchase invoices are correctly coded.
- All purchase invoices processed and recorded accurately within agreed timescales.
- Twice monthly payment runs.
- Bank reconciliation.
- Income posting.
- Intercompany transaction posting.

Key Experience

- Two years minimum active experience in a similar role is **essential**.
- Experience of working in the charity, not for profit or arts sector **highly desirable**.
- Experience of SAGE 50c Accounts is **desirable**.
- AAT qualification or currently studying towards AAT qualification is **desirable**.
- Experience of working within group account structures is **desirable**.
- Knowledge of accruals and prepayments **desirable**.

Duties & Measures	Job objectives and outcomes
Duty 1 Measures	Ensure appropriately authorised Purchase Invoices are presented for coding <ul style="list-style-type: none"> • Responsible for the processing, matching and monitoring of purchase orders • Obtain delivery notes from departments and check/match to the relevant purchase invoice • Ensure all checks and authorisation is received from department managers before presenting invoices for coding and final authorisation • Prepare purchase invoices for inclusion in monthly café bar stock take • Monitor accruals and prepayments
Duty 2 Measures	All purchase invoices processed and recorded accurately within defined timescales <ul style="list-style-type: none"> • All purchase invoices posted daily onto Sage 50 • Handle queries with suppliers and staff on a daily basis • Undertake statement reconciliations to ensure no omissions • All purchase invoices to be paid in a timely manner using online banking • Distribute online remittance advices with payments • Post petty cash and company credit cards • Maintain well organised filing systems for all financial paperwork and data
Duty 3 Measures	Production of sales invoices and customer records maintained <ul style="list-style-type: none"> • Ensure the accurate and timely reconciliation of the bank account. • Weekly posting of Cafebar income. • Ensure the intercompany account is reconciled weekly.
Duty 4 Measures	General requirements <ul style="list-style-type: none"> • Manage own workload effectively • Proficient using Microsoft Office and, in particular, Excel • Look to improve financial systems • Be self-servicing in terms of office administration • Be committed to, and actively involved in, excellent customer service and best practice for all internal and external communications. • To receive supervision and appraisal and be committed to own development • To be committed to and work within Broadway policies and procedures • Undertake any other tasks as deemed appropriate by your Line Manager

** WE DO NOT TAKE UNSOLICITORED CALLS OR EMAILS FROM RECRUITMENT AGENCIES **