

Finance Assistant (Maternity cover)

Based: Central London

Salary: £25,000

Responsible for: none

Reports to: Head of Finance

Contract: Full-time, 12 months

Start date: January 2018

First interviews: w/c 4 December 2017

To apply: Please send application form to hr@postalmuseum.org by 12pm, 27 November 2017

PURPOSE OF THE ROLE

- To assist in keeping complete and accurate financial records, with particular responsibility for Purchase Ledger.

JOB DESCRIPTION

Key Responsibilities and Duties

- Administrate the Purchase Ledger
- Perform simple sales invoicing
- Review aged debtors listing and undertake credit control
- Post routine cash transactions on a timely and accurate basis
- Post credit card expenses
- Administrate reimbursement of staff business expenses
- Maintain Petty Cash Imprest system
- Work with the Management Accountant and Head of Finance to ensure adherence to accounting systems and financial controls
- Assist with preparation of year end accounts, liaising with auditors as required
- Perform other administrative duties from time to time
- Perform other duties as required by the Head of Finance or Management Accountant

PERSON SPECIFICATION

QUALIFICATIONS

Essential criteria

- At least part-qualified AAT or equivalent experience

EXPERIENCE***Essential criteria***

- Experience working in the accounts department of an SME
- Experience of Purchase Ledger
- Experience of accounting for VAT
- Experience of accounting software systems
- Experience of Sage 50

Desirable criteria

- Experience of 'Exchequer' financial software
- Charity finance experience
- Visitor attraction experience

SKILLS/KNOWLEDGE***Essential criteria***

- Double entry skills
- Theoretical and practical knowledge of accounting terms and concepts
- Good Excel manipulation skills
- Forensic approach and attention to detail
- Excellent verbal communication
- Proven ability to work on own initiative
- Able to work effectively with all departments across the organisation

Desirable criteria

- Proficiency in Microsoft Office
- Good written communication

PERSON

- Prefers to work as part of a team, and enjoys relationship building
- Strives for accuracy and precision
- Flexible, positive attitude
- Delivers under deadline

The postholder is expected to monitor and report on their work as directed by their line manager and adhere to office guidelines on handling, health and safety, lone working, etc., as advised, taking responsibility as appropriate.

WORKING HOURS

The working hours shall be 35 per week, inclusive of meal breaks. These are usually flexible across the week and will be agreed in advance with the line manager, in line with The Postal Museum's policies. Variations of the hours can be made at the discretion of the line manager.