

Northamptonshire Arts Management Trust (NAMT)
Job Description

Department:

Finance

Job Title:

Finance Assistant

Responsible to:

Head of Finance

Job Purpose:

- Assist Head of Finance with administration duties.

Key Task Areas

1. Undertake administrative duties associated with the processing of purchase orders, invoices, and credit notes.
2. Raising S/L invoices for NTT and The Core
3. Preparing BACS runs for payment.
4. Cash handling and banking imports for NTT (Box Office and FOH)
5. Input show set ups for NTT and The Core.
6. Control and Perform Petty Cash Administration
7. Assisting Finance Team with all filing and administration.
8. Providing holiday and sickness cover within the Finance team as directed by the Head of Finance.

Additional Responsibilities:

General

1. To carry out any other tasks that will, from time to time be allocated by the Head of Finance.
2. To undergo relevant training and development required by the Head of Finance.
3. Promote and adhere to the organisation's culture and values.
4. To be aware of, adhere to, and implement any legislative requirements consistent with overall duties of this post, with particular regard to Health and Safety policies and procedures, Data Protection Act 1998 and Equal Opportunities.
5. To carry out any other tasks that will, from time to time be allocated by the Head of Finance on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.

Northamptonshire Arts Management Trust (NAMT)

Terms & Conditions

<u>Essential</u>	<u>Desirable</u>
<p data-bbox="185 300 344 331"><u>Experience</u></p> <ul data-bbox="237 368 1010 533" style="list-style-type: none">● Previous experience of computerised systems● Previous experience of cash handling.● Experience of implementing / maintaining administrative systems/procedures● Attending meetings and producing accurate minutes <p data-bbox="185 568 389 600"><u>Skills/Abilities</u></p> <ul data-bbox="237 639 1070 970" style="list-style-type: none">● Analytical approach to problem solving● Excellent IT skills in Microsoft Outlook, particularly Excel and Word● Accurate and numerate● Excellent Communication Skills (Verbal and Written)● Excellent organisational skills● Ability to work using own initiative● Attention to detail● Enthusiastic team player● Maintaining confidentiality	<p data-bbox="1126 300 1285 331"><u>Experience</u></p> <ul data-bbox="1178 368 1928 432" style="list-style-type: none">● Previous experience of computerised purchase ledger operation <p data-bbox="1126 467 1285 499"><u>Knowledge</u></p> <ul data-bbox="1178 536 1984 735" style="list-style-type: none">● Computerised integrated accounting systems preferably Exchequer● Technical knowledge of correct purchase ledger operation● Computerised sales ledger● Understanding and appreciation of performing arts and entertainment

Northamptonshire Arts Management Trust (NAMT) Terms & Conditions

Job Title	Finance Assistant
Contract	Full Time - Permanent position
Salary	£20,000 to £20,500 per annum paid monthly on 20 th of each month.
Hours of Work	37 hours per week
Work Location	Royal & Derngate, 19-21 Guildhall Road, Northampton, NN1 1DP and The Core at Corby Cube, George Street, Corby, NN17 1QG.
Holidays	Holiday year April – March 31 days per annum (including 8 days statutory holiday) - pro-rata in 1st year 33 days per annum after 3 years continuous service 36 days per annum after 5 years continuous service
Notice Period	4 weeks (once completed probationary period)
Subject to	Satisfactory References Probationary period – 6 months Compliance with Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016
Pension Scheme	Contributory staff pension, 5% employee and 3% employer. NAMT pension scheme is provided by NOW pensions. NAMT will contribute after 3 months service
Additional Benefits	Free Employee Assistance Programme run by Health Assured Complimentary tickets available on selected shows throughout the year. 10% discount at our bars and theatre shop.