

Arts Council Role Profile

Details

Position:	Finance Assistant
Grade:	Clerical Officer
Whole-time equivalent:	Part-time (18.5 hours per week, worked across 5 days, exact roster to be agreed with the Finance Director/ Company Secretary)
Reports to:	The overall manager in the area is the Finance Director/Company Secretary, but the individual will work very closely with the Council Executive/Finance Officer and other members of the Finance team

Key Responsibilities (included but not limited to)

- Mainly working with the Council Executive/Finance Officer
- Assisting with the co-ordination of Council meetings and related reports
- Assisting with the preparation of Financial reports
- Assisting with maintaining the Fixed Assets Register
- Processing of Grants and Creditors Payments
- Assisting with the processing of Staff and Council members' expenses
- Work with/provide support to other Finance team members on general Finance duties including Audit preparation, filing, photo-copying and scanning
- On occasion may be required to provide assistance/cover to other departments

Person Specification

- A proven record of excellent administration and organisational skills, with strong attention to detail and a high level of confidentiality. Two– three years' experience in a finance environment is desirable.
- Excellent interpersonal, communication skills and ability (verbal and written), particularly in relation to contact with internal staff across all levels, Council members and external clients.
- Strong ICT skills and ability, ideally to include MS Office, in particular Excel, Word and Outlook.
- Flexible and enthusiastic in the context of a busy and demanding workplace.
- An ability to anticipate needs, to work effectively as a member of a team and to work on your own initiative.
- A demonstrated commitment to contributing positively to a team and to effective ways of working.
- A commitment to high standards of public service.