**Job description**

**Trainee Finance Assistant**

Role Summary

To provide support to the Head of Finance to accurately record financial transactions, process company payroll and provide statutory administration for the company.

Main responsibilities

* Accurate inputting and processing of invoices and other financial information into the accounting software (Xero)
* Raising of invoices as requested by budget holders
* Management of credit cards and petty cash, ensuring these are kept up to date and processed in a timely way
* Assist the Head of Finance with collating and inputting payroll information as required
* Produce collated information and reports as required
* Supporting the Head of Finance in the monthly and quarterly management accounts processes
* Supporting the Head of Finance in preparing and completing the audit
* Ensuring the asset register is kept up to date
* Accurate record keeping of financial documents
* Process employee expense claims and to arrange payments in a timely accurate manner
* Chase outstanding amounts due, in a timely way
* Strict compliance with financial procedures
* Provide clerical support, including filing and record keeping, and record and compile financial information to assist with administration, management accounts, VAT and other tax returns, as requested.
* Provide support to the Head of Finance with central administration duties as required

TEAMWORK

We’re a small team, so we’ll expect all staff, when necessary, to help out in the whole running of the theatre and we take an ‘all hands-on deck’ approach to our work when needed.

This could include:

* Provide practical support to stage or venue-manage activities
* Sell tickets for events
* Respond to customer enquiries
* Support fundraising and profile-raising activities
* Provide support to other functions at busy times

Therefore, a degree of flexibility will be needed and you may be required to perform work not specifically referred to in the job purpose and description. Such duties, however, will fall within the scope of the post, at the appropriate grade. You may be required to work outside of normal office hours, and work from home or at any company location.

Continuous Personal Development

Undertake training and development necessary or advantageous to your role as required by the company.

Business Plan and Policies

You will be required to carry out your duties in accordance with the Company’s policies and procedures including:

* Health and Safety
* Safeguarding
* Environmental sustainability
* Finance Manual
* Equality and diversity

You will be provided with training regarding these policies during your induction.

Person Specification

Trainee Finance Assistant

Essential

* An interest in Finance as a career
* Excellent IT skills in Microsoft Office and specifically in Excel
* Competent skills in Maths and English
* Demonstrable skills in accuracy and attention to detail
* Problem solving skills and using initiative
* Good communication and interpersonal skills to work across all levels of the organisation.
* Measured and energetic with a ‘let’s roll up our sleeves’ attitude.
* Able to work independently as well as with others and supporting those around them
* Ability to exercise high level of discretion
* Ability to work on own initiative to achieve results.

DESIRABLE

* Lives within reasonable commuting distance of Keswick.