

Job Description: Finance Assistant

Department	Finance
Responsible to	Finance Manager, Finance Director

Main Purpose of Job

To support Finance team in all aspects of finance work across Northern Ballet group of companies.

Key Responsibilities

- To process purchase invoices across the group ensuring that records are complete, accurate and up to date.
- To maintain purchase and sales ledger for Info Display, ensuring proposed payments are made available to FD and cash postings are maintained and kept up to date.
- To liaise with MD at Info Display to ensure sales invoicing is correct and processed in a timely manner.
- To carry out credit control for Info display and request outstanding debts from customers.
- To ensure the bank ledger for Info display reconciles on a weekly basis with banking records.
- To maintain all necessary financial records for Info display.
- To support FM with record keeping for NB to aid in production of Mgmt accts.
- To distribute post to correct departments.
- To ensure all records are filed appropriately for the group of companies.

This list of responsibilities is not exhaustive and the employee may be required to perform duties outside this brief, as operationally required and at the discretion of management.

Essential

- Experience within a finance department.
- Great attention to detail.
- A logical and methodical approach.
- Excellent IT skills, Microsoft Office or similar.

Desirable

- Experience of charity accountings.
- Experience of theatre or arts organisations.
- AAT qualified.
- Full UK driving licence.

Personal Attributes

- An efficient and flexible approach; prioritises workload to meet targets and deadlines.
- Ability to work calmly under pressure.
- Ability to work well in a small team.
- Taking pride in work completed well.
- Good time management.
- Able to have a friendly approach and remain open to others.
- To build good working relationships with other departments.

Northern Ballet strives to understand, respect and champion diversity in all its forms and believes in embracing diversity within our workforce, repertoire and practices. We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from groups who are under-represented in our organisation. This includes, but is not limited to, people of African or Caribbean heritage, people of South, East and South East Asian heritage and disabled people.