Spacex

JOB DESCRIPTION & PERSON SPECIFICATION 2012

Finance Administrator

The finance administrator is responsible, through the Director to the Council of Management, for the financial management and administration of the organisation.

Person Specification

The postholder must have experience in managing accounts, Tax, VAT, ideally within an arts organisation. S/he must be able to work with accounting software packages (Sage & Excel) and be able to prepare and present budgets, as required by the Council of Management, the director or other staff when required. S/he must be able to work effectively within a small team of staff, where mutual support is vital to the achievement of the gallery’s objectives.

Responsible for

A. Bookkeeping
   1. Enter into Sage all purchase invoices, payments, sales invoices and receipts for Spacex
   2. Reconcile all bank accounts
   3. Ensure that all sales are reconciled
   4. Maintain nominal codes records

B. Management Accounts
   1. Prepare the monthly management accounts

C. Budgeting and Planning
   1. Assist the director in the preparation of budgets
   2. Provide staff with financial information they need to help them monitor their budgets
   3. Prepare and update cash flow

D. Cash Management
   1. Ensure all cash is reconciled to takings and banked

E. Invoice Management
   1. Payment of correctly authorised invoices
   2. Prepare sales invoices as instructed
   3. Exercise credit control on sales invoices
4. File all sales and purchase invoices

F. VAT

1. Ensure VAT is correctly analysed in SAGE
2. Preparation of VAT return and payment of VAT

G. Communications

1. First point of contact with our bankers
2. Supervision and maintenance of all bank mandates
3. First point of contact with Charity Commission and Companies House

**Additional responsibilities**

Any other duties as reasonably requested by the director or the Council of Management

Preparing accounts for audit and working with the auditing accountants

With the director preparing financial reports for core funders and assisting staff with other financial reports where necessary

Acting as Secretary to the Council of Management, corresponding with members and taking minutes of the CoM meetings

Advising the Council of Management of any situation arising that does or may involve conflict with or breach of any civil or criminal law

Ensuring that obligations to the charity commission are fulfilled

Ensuring that mutual obligations with the Landlord are fulfilled