****

**TITLE:** Finance Officer

**DEPARTMENT:** Finance and Administration

**RESPONSIBLE TO:** Director of Finance

**HOURS:** 40 per week

**PAY**: £27,500 per annum

**Purpose of Job**

You are responsible for the processing of financial data through the organisation through the various operational ways the organisation provides services to support the community and enhance the cultural activity of the City of Portsmouth.

**Organisation Chart**

Director of Finance

**Finance Officer**

**(full-time)**

Payroll Officer

(part-time)

**Principal Responsibilities**

1. **Treasury**

* Administer the Barclays & any other bank accounts.
* Reconciling the bank accounts every month.
* Ensure accurate processing of financial data.
* Liaising with the Banking partner/Operations to ensure cash is correctly managed within the organisation.
* Weekly update of Cashflow document

1. **Purchase Ledger**

* Being first point of contact for all relevant enquiries for the Purchase Ledger
* General tasks including matching, checking, and coding into Xero.
* Ensuring Invoices have been approved by the various Department Heads.
* Processing BACS payments on a weekly basis for payment into accounts by Friday
* Processing staff expenses
* Setting up of new supplier accounts and maintaining existing account details
* Reconciliation of supplier statements
* Maintaining strong relationships with customers and suppliers
* Reconciliation of Credit Card Statement monthly and accurately posting this into the Xero database.

1. **Sales Ledger**

* Being the first point of contact for all relevant enquiries for the Sales ledger
* Raise any invoices for Tenants, Conferencing and Events and any other ad hoc invoices.
* Ensure effective debt collection through working with teams to ensure regular contact with debtors.

1. **Reconciliations**

* Eventim – Ensuring thorough reconciliation of Ticketing receipts into the bank with the Eventim reports and clear down once events have taken place.
* Box Office – Work with the box office team to ensure correctly recorded transactions within the Xero Database.
* Ensuring any intercompany balances are transferred and maintained between the parent and subsidiary entities.
* Process the PRS return following events and making any payments.
* Processing of periodic Gift Aid return.
* Processing the Quarterly VAT Return through the Xero database.

1. **Other Support**

* Maintaining an accurate record system, with a significant proportion recorded online. We aim to run a paper “lite” system.
* Support the Director of Finance with administrative tasks for the Audit and Finance Committee.
* Assisting the Director of Finance with any other tasks that are reasonable from time to time.

**Location**

Your main place of work will be the offices of The Guildhall Trust at Portsmouth Guildhall. You will occasionally be allowed to work from home as and when the need occurs.

**Other**

The nature of the work undertaken by the post holder will be required to work daytime weekdays, however the post holder is encouraged to learn about the evening and weekend operation of the Guildhall and anything else the organisation takes on such as new events.

**Budget**

None

**Physical**

None

**Staff Benefits**

* 26 Days Holiday in addition to Bank Holidays
* 3% Additional Contribution towards Pension through NEST Provided Service
* Death in Service
* Free Parking

**Context**

The Guildhall Trust was formed in 2011 to take on the management of the Portsmouth Guildhall, one of the south of England’s largest and busiest concert halls. The Trust became a charity in 2013 with a board of trustees, a trading company and a clear vision for its future.

The Trust has successfully developed the Guildhall into a vibrant concert hall, with a first-class programme of concerts as well as learning and participation activities. The Trust has diversified its business with income streams from conferencing and new events. The Trust is working on a long-term capital project, Guildhall Renaissance, to develop a first-class venue for the future.

Over 230,000 people a year engage with the Guildhall and the Trust’s various activities. We host approximately 130 large concerts per annum, 70 smaller gigs in our Studio, nearly 3,000 school children participate in Dance Live, one of our leading events, and 80,000 people annually attend conferences & events.

Our core purpose is to deliver inspirational opportunities so that people want to engage with culture and the creative economy. The Guildhall Trust’s vision is that it will become a leading cultural organisation which places our communities at the centre of everything we do so that we can inspire, entertain, and transform lives.

The Guildhall Trust has undergone a significant period of restructure and change over the past 12 months. It is a testing time for the organisation but with Government support and a significant backlog of rescheduled events, the reopening of the Portsmouth Guildhall will see a hive of activity that will once again bring life back to the building all staff love to work in.

This role requires an experienced transactional accountant with advanced excel skills (Pivot Tables/Lookups) to join the organisation and be part of the ongoing review of processes and procedures. This role will work closely with other departments to ensure the correct processing of activity within the organisation.

The right person will have a recognised qualification and an extended record of continuous improvement within Finance. This person would have the versatility of working across a wide range of financial tasks with all the normal financial month end responsibilities. This person will be open to change, open to challenging all levels of management and strive to improve themselves and the Charity they work for.

**Person Specification**

This acts as selection criteria and gives an outline of the type of person the characteristic requires to do the job.

Essential: - without which the candidate would be rejected

Desirable: - useful for choosing between two good candidates

|  |  |  |
| --- | --- | --- |
| Attribute | Essential | Desirable |
| Experience | Working in high volume Finance Department across a multitude of disciplines in the department.  Experience of contributing to or leading change within the department to improve processes and procedures.  Working across departments to ensure cost control and correctly authorised. | Experience of Entertainment and Hospitality Industry.  Experience of charity accounting. |
| Skill/ Abilities | Excellent interpersonal and communication skills, understanding the difference between verbal and written communication.  Proven Attention to detail ensuring accurate recording of income and costs.  Excellent planning, organisational and time management skills.  Highly competent with I.T with Microsoft Excel to a high standard (Incl. PIVOT tables/Lookups).  Ability to use/learn to use Xero accounting system.  Hands on approach and team player. | Working with Office 365 programmes including Teams.  Ability to use Barclays.Net platform.  Ability to use Eventim ticketing system. |
| Education and training | AAT or equivalent qualification |  |