



Finance Assistant – Part time

PT 15hrs per week

Salary FTE £18,000 – pro rata

Overview

Moat Brae is Scotland's National Centre for Children's Literature & Storytelling in Dumfries. It opened in June 2019 after a 10-year restoration project that saved the Georgian town house and garden that author J.M. Barrie stated had inspired his most famous literary creation, Peter Pan. The Centre has multiple purposes as an international visitor attraction contributing to the ongoing regeneration of Dumfries and the surrounding region; a national centre nurturing and developing youth interest in reading and storytelling; and as a community resource with hireable spaces, a children's library and a programme of activities designed to inspire interest in books.

PURPOSE OF THE POST

The Finance Assistant will report to the Finance Manager and be responsible for the day to day financial administration across the organisation including its trading subsidiary. The role will include cash and card management, reconciliation of EPOS system, posting to Sage50C software, raising sales invoices, the preparation of all supplier payments and staff expenses.

This role is ideal for someone who has experience in working within a cash office in the retail sector and can demonstrate their use and understanding of accounting software packages, in particular multiple company and cost centre accounting.

Main Duties and Responsibilities

Accounting:

- Cash and card management, including checking till reconciliations, consolidating daily takings figures, checking EPOS reports, card receipts and preparing cash banking when required.
- Maintain and regularly checking till floats and handling requirements for change this will require periodic visits to the bank.
- Maintain petty cash records and processing any cash expenses.
- Processing staff expenses including purchases on company credit cards
- Raising sales invoices and monitoring accounts receivable including chasing for payment when appropriate
- Reconciling income from ticket management systems, both internal or external

- Maintain the Purchase Order System, check and process all supplier invoices and prepare schedules for payment.
- Ensure all invoices and expenses are authorised and coded correctly, including staff expenses.
- Deal with any other day to day accounting matters that may arise.
- Assist the Finance Manager in producing regular financial reports.
- Recording staffing hours and reporting to Finance Manager/Accountant
- Ensure all Gift Aid transactions are documented and processed
- Undertake bank reconciliations
- Prepare VAT returns
- Undertake any other reasonable duties, commensurate with the job title, as may be determined by the Line Manager.

Person specification Skills and Experience

Essential:

- Excellent numeracy skills & attention to detail.
- Good verbal and written communication skills.
- Good customer service skills.
- Knowledge of the MS Office suite (particularly Word and Excel).
- Experience of Sage 50c or similar accounting software
- Experience of maintaining spreadsheets.
- Sound knowledge of VAT including the different categories

Desirable:

- Experience of working in a cash office in a commercial environment
- Experience of working with the general public
- Experience of Sage 50C multiple company
- Experience of cost centre or departmental accounting
- Experience of working with EPOS systems
- Experience of designing spreadsheets.
- Knowledge of the charitable sector

Personal qualities:

- Commitment to Moat Brae's vision and objectives
- Natural aptitude for figures and attention to detail. Team player.
- An enthusiastic approach to work.
- To be able to work as part of a close team
- A natural problem solver
- A good time manager
- Excellent communication and presentation skills

REPORTING TO: Finance Manager

WORKING WITH: Centre Director, Visitor Attraction Manager, Finance Manager; Office Manager, Front of House Manager, Creative Learning & Engagement Officers.

JOB TITLE

This title of this post is **Finance Assistant – Part time**

LOCATION

The post is based at Moat Brae, 101 George Street, Dumfries DG1 1EA

PAY SCALE

Annual Salary FTE of up to £18,000 per annum [dependent on experience]

CONTRACT

The position is permanent and Part Time. The notice period is 1 month.

ANNUAL LEAVE

29 days pro rata discretionary including bank/public holidays.

WORKING HOURS

The standard working week will be 15 hours per week, ideally spread over 5 days. Due to the nature of this position some degree of flexibility is required from the post holder to meet the demands of the Trust's schedule.