

# SITE GALLERY

## **Application Pack: Finance Assistant p.t. (maternity cover)**

### **Background Information:**

Site Gallery is Sheffield's leading international contemporary art space, supporting artists specialising in moving image, new media and performance. Pioneering emerging art practices and ideas, we work in partnership with local, regional and international collaborators to nurture artistic talent and support the development of contemporary art. At the heart of what we do, is to connect people to artists and to art, inspiring new thinking and debate through our exhibitions, projects, public programmes and participatory activity.

Site Gallery re-opened to the public in September 2018 and in 2019 will celebrate its 40<sup>th</sup> anniversary year.

### **The Role:**

Site Gallery is a registered charity with an annual turnover of circa £800,000. The charity is supported with revenue grants from Arts Council England and Sheffield City Council and carries out fundraising and income generation activity throughout the year. All financial processing including payroll is carried out in-house by the Finance Manager and Finance Assistant. Each post holder works 16 hours per week. Flexible hours are available. The charity currently uses Sage Line 50 software but is considering switching to a cloud based software in April 2019.

The role advertised is a maternity cover position and is available from the week commencing 4 February 2019.

### **How to apply:**

To apply for the post please submit a C.V. with a covering letter outlining your relevant experience and interest in the role.

Applications should be submitted via email to [jobs@sitegallery.org](mailto:jobs@sitegallery.org)

Deadline for applications: 10am Monday 7 January 2019.

Interviews scheduled for Monday 14 January 2019.

We ask all applicants to complete an Equal Opportunities form to help us monitor the reach of our job adverts.

Follow this link to complete the form:

<https://form.jotformeu.com/80372941950358>

We are an equal opportunities employer and encourage applications from a diversity of backgrounds.

### **Job Description**

Job title: Finance Assistant (maternity cover)  
Employer: Site Gallery Ltd, 1 Brown Street, Sheffield, S1 2BS  
Salary: £18,720 per annum pro rata  
Responsible to: Finance Manager  
Hours of work: Part-time, 16 hours per week over two or three days  
Annual Leave: 25 days plus 8 bank holidays per annum (pro rata)

### **Key Responsibilities:**

1. To assist the Finance Manager in keeping the financial records up-to-date and accurate, using Sage Line 50.
2. Assist and advise staff on financial matters of the company.

### **Key Tasks:**

1. Maintain the sales ledger, issue customer invoices as required and chase payments where necessary in an efficient and timely manner.
2. Maintain the purchase ledger to include coding supplier invoices, obtaining the correct authorisation, processing and carrying out monthly pay runs.
3. Maintain company bank accounts, preparing regular bank reconciliations, and carry out banking as required
4. Process the cash from Site Gallery shop and petty cash, process the Paypal and company credit card accounts and complete monthly reconciliations.
5. Assist the Finance Manager in the maintenance of the VAT records, and the preparation of the VAT returns.
6. Assist the Finance Manager in the preparation of the annual accounts.

7. Responsible for organising and maintaining the financial files in the office.
8. Support efficient and professional office systems, in particular managing the franking machine and photocopier.
9. Be a proactive member of Site Gallery's small team engaging with colleagues to contribute to the effective planning, change management and smooth running of the organisation.
10. Act in accordance with Site Gallery's policies and procedures, in particular the Equality and Health and Safety Policy.
11. Any other duties commensurate with the role.

Person Specification (E = essential; D = Desirable)

#### Skills, Knowledge and Experience Required

- Currently studying toward or having completed an accounting qualification (D)
- Good working knowledge of Sage Line 50 (E) and cloud-based finance software (D)
- Experience of maintaining purchase and sales ledger (E)
- Experience of maintaining bank records (E)
- Experience of processing petty cash (E)
- IT literate with a good knowledge of Microsoft Office in particular Excel (E)
- Excellent communication skills – both written and verbal (E)

#### Personal Attributes

- A professional approach, able to work credibly and reliably and with discretion around confidential or sensitive information (E)
- Able to work collaboratively and positively within a small team (E)
- Service and deadline driven, able to complete tasks to the required deadline and to quality standards (E)
- Self starting and pro active, able to work independently with minimum supervision (E)
- A positive and flexible approach to tasks and a willingness to contribute to Site Gallery's small team