

## FINANCE ASSISTANT

### The Serpentine Galleries

The Serpentine inspires the widest audiences with the ideas of our time by championing the possibilities of art, architecture and design. Presenting pioneering exhibitions for almost half a century, we provide an open platform for experimentation and challenge expectations of where art can be encountered and by whom.

As one of the most visited art institutions in the UK and the world, we have a strong cross-disciplinary purpose and are committed to presenting the best in contemporary creative practice. We are pioneers in sector-leading learning, outreach, digital and live programmes. Actively re-imagining our galleries for the 21st century, we are working to engage the broadest most diverse audiences globally using the power of digital innovation. Connecting to communities across London and internationally is central to all that we do.

### The Role

We are looking for an experienced Finance Assistant to be responsible for the maintenance of accurate and timely financial records of the Serpentine Gallery and Serpentine Sackler Gallery. Reporting to the Head of Finance you will carry out a range of tasks including dealing with supplier enquires, disputes about invoices and payments.

We are looking for an enthusiastic team player who has good attention to detail and a can do approach to work. Being part of a small finance team, the ideal candidate will be proactive with strong time management and organisational abilities. You will have good data entry skills and meticulous attention to detail.

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### JOB DESCRIPTION

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| <b>Job Title:</b>        | Finance Assistant  |
| <b>Department:</b>       | Finance  |
| <b>Main Job Purpose:</b> | Responsible for the maintenance of accurate and timely financial records of the Serpentine Gallery and Serpentine Sackler Gallery.<br><br>The Serpentine uses Access Accounts and Microsoft Excel to record all financial information and provide reports. |
| <b>Reports to:</b>       | Head of Finance  |
| <b>Liaises with:</b>     | All levels of contact, internal and external   |

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### MAIN DUTIES

#### Purchase Ledger

- Accurate and timely processing of supplier invoices and staff expenses.
- Check accuracy of authorisation and coding of invoices.
- Reconcile suppliers' statements to the ledger.
- Deal with supplier enquiries and disputes about invoices and payments.
- Prepare payment runs, in consultation with the Head of Finance.

- Manage the use of company credit cards ensuring that all transactions are correctly authorised and coded.

### **Nominal Ledger**

- Post monthly expenditure accruals and prepayments journals.
- Assist in reconciling balance sheet accounts on a monthly basis and resolve reconciliation differences.
- Prepare journals as advised by others in the finance team.

### **Lobby Sales**

- Reconcile actual Lobby sales with actual cash received and resolve any discrepancies.
- Raise and enter Lobby journals on a daily basis.

### **Banking**

- Collect, count and record cash from the donation boxes.
- Ensure cheques and cash are banked on a weekly basis.

### **Petty Cash**

- Deal with all petty cash requests from staff.
- Maintain petty cash float.
- Reconcile petty cash vouchers and cash on a weekly basis.
- Prepare and enter petty cash journals.

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## **PERSON SPECIFICATION**

### **Essential**

- Experience working with accounts.
- Experience using Access Accounts or a similar accounting package.
- Excellent numeracy skills
- Advanced MS Excel skills.
- Good data entry skills and meticulous attention to detail.
- Strong written and verbal communication skills.
- Proactive and flexible attitude with strong time management and organisational abilities.

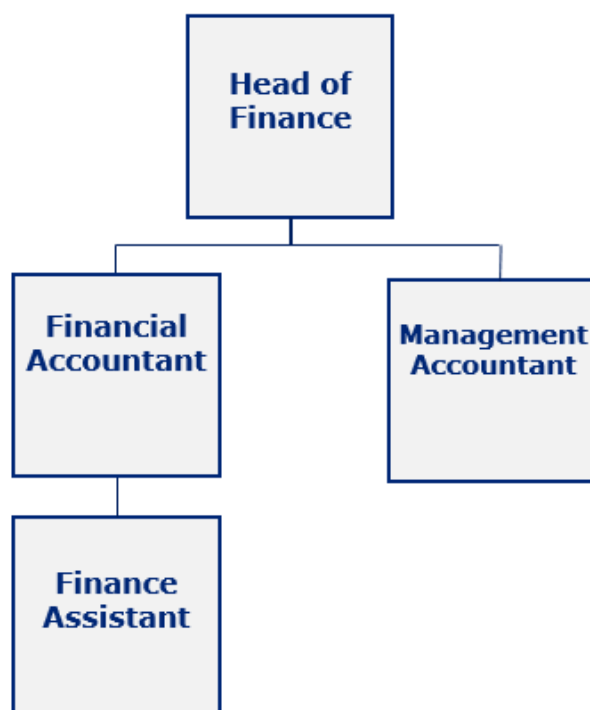
### **Desirable**

- Experience in an arts or charity accounts environment.
- Part qualified in AAT, ACCA or CIMA qualification.
- Awareness of the provisions of the General Data Protection Regulation.

**This Job Description is a guide to the nature of the work required of the Finance Assistant and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and does not preclude change or development, which may be required in the future.**

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## REPORTING STRUCTURE



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## GENERAL INFORMATION

### Salary

The salary is competitive and dependent on skills, experience and qualifications.

### Hours

Normally Monday to Friday, 9am to 5pm with a one hour unpaid break.

### Duration of Appointment

This is a permanent appointment.

### Probation

Appointments are subject to a three month probationary period.

### Annual Leave

The annual leave entitlement is 25 days per annum rising to 30 days after 5 years' service. In addition, staff receive 8 Bank Holidays per annum.

### Pension

Participation in the Serpentine's auto-enrolment pension scheme.

### Other Benefits

Other benefits are available upon successful completion of the probationary period.

**Closing Date:** 24<sup>th</sup> May 2019