

## **Job Description**

Job Title:	Junior Finance Offer (Temporary)
Responsible to:	Assistant Finance Manager
Hours of work:	25 hours per week, Monday-Friday (flexible, days of work to be discussed)
Salary:	£19,240 (based on 37 hour contract) £10 per hour (£13,000 pa pro rata)
Holidays:	29 days per year
Place of work:	Showroom Workstation, Sheffield

### **Outline purpose of the job**

To support the work of the Finance Officer and provide general assistance to the busy Finance team as a whole.

### **Duties and Responsibilities**

#### **Tasks will include – but may not be limited to:**

- Assist with the coding of supplier invoices, including chasing up and resolving any queries
- Assist with posting of invoices to Sage Accounts (as necessary)
- Filing of invoices, statements, remittances and other financial information, including year end archiving
- Assist with commercial Till Taking analysis
- Assisting with Credit Control, including sending reminder letters/emails chasing for payment
- Assist with preparation of weekly payment runs
- Any other reasonable tasks / duties as requested by line manager / supervisor

**Person Specification****Essential:**

- Computer literacy and experience of Microsoft software packages, especially Word, Excel and Outlook
- Ability to communicate clearly and appropriately on the telephone, by email and in person
- Good written communication skills
- Proven problem-solving skills/demonstrable questioning nature to ensure tasks are carried out correctly
- Good organisational and multi-tasking skills
- Demonstrable numeracy skills (GCSE Mathematics – Grade C or above)
- Research skills and the ability to generate statistical information
- A desire to gain experience and a qualification in the area of your work
- Good time management skills, including the ability to work under pressure and to meet deadlines

**Desirable:**

- Accounts/bookkeeping knowledge/experience
- Knowledge of the Cultural Industries
- AAT Level 2/A Level Accounting