

Job Specification

Temporary Finance Assistant, Winchester Science Centre & Planetarium

Post Title:	Temporary Finance Assistant, Winchester Science Centre & Planetarium
Line Manager:	Director of Finance
Salary:	£9 per hour
Contract type:	Casual / zero hours
Hours:	Hours will vary depending on business requirements but typically 25 hours per week will be available
Start date:	Immediate
Deadline:	Rolling – please apply as soon as possible

1. The Role

We are recruiting a temporary Finance Assistant to join our team based in Winchester on a casual basis. This is a unique opportunity to join an educational charity with a dedicated, friendly and supportive team.

Reporting to the Director of Finance, this role covers various aspects of the charities' day to day accounting operations.

2. Job Description

Key Responsibilities

The main responsibility of the role is to ensure that data is input to the accounting system in a timely and accurate manner. Additionally, there will be a need to liaise with staff from other departments and external customers and suppliers. Key responsibilities will include the following:

- Processing supplier invoices, ensuring correct coding and authorisation
- Assisting with the reconciliation of AP ledgers
- Processing of daily sales including cash tills
- Other ad hoc duties as required by management

General Responsibilities

- Manage personal resources and own professional development
- Promote a health and safety culture in the workplace
- It is essential that information of a sensitive or personal nature is not disclosed to or discussed with inappropriate persons
- Ensuring documents are filed appropriately
- All information must be maintained in accordance with the Data Protection Act

3. Person Specification

3.1 Essential requirements

Education

- Skill level equivalent to achievement of NVQ2, GCSE or City and Guilds.

Experience and Knowledge

- Previous work experience within an administrative or finance support role
- Experience of high volume accurate data entry
- IT literate and competent in the use of Microsoft Excel

Skills and Abilities

- Have attention to detail; able to work independently and as part of a team
- Ability to work quickly, efficiently and accurately
- Ability to meet and talk face-to-face with a range of people with ease and confidence
- Able to demonstrate effective organisation of allocated work activities and assisting in the effective organisation of non-standard tasks and events
- Ability to work well with minimum supervision
- Able to independently solve a range of problems, responding to varying circumstances, whilst working within standard procedures
- Ability to adapt well to change and support implementation of service improvements

In addition applicants will have:

- A clean record on the Disclosure and Barring Service

3.2 Desirable requirements

Education

- AAT Level 2/3 or ACCA/CIMA foundation or QBE

Experience and Knowledge

- Experience with Sage 50 or Merac an advantage
- Experience of small scale budget monitoring
- Experience of working within a venue/ visitor attraction
- Good technical knowledge of current accounting standards and developments including knowledge of Charity Accounting

Application procedure

An application form is available on www.winchestersciencecentre.org, please complete the form and return to lauraollis@winchestersciencecentre.org with covering letter.

Applications are accepted on a rolling basis so please apply at your earliest convenience. Interviews will be arranged as soon as possible.

Please clearly state your previous experience that links to the requirements of the role. Candidates whose experience does not match the Essential Criteria will not be considered.