

Job Profile: Finance Assistant (Apprentice)

Job Purpose: An apprentice Finance Assistant is required support the Finance Manager. This is an amazing opportunity for the right candidate to commence their career and become part of our future. The role will ideally suit a dynamic person that is keen to learn, comfortable working at a fast pace and who is passionate in what they do. This is an excellent opportunity to develop and grow in an evolving role that can lead to a professional qualification. As well as a focus on Finance you will get to know how a Production works attending Rehearsals and Show Nights.

Key Outputs and Accountabilities

To include but not limited to:

- Work closely with the Finance Manager to ensure smooth operation of all finance matters
- Maintaining sales and purchase ledgers
- Raising purchase orders
- Reconciliation of invoices to purchase orders and supplier statements
- Input financial data into Sage Line 50 with accuracy
- Paying suppliers via our on-line banking system
- Weekly bank reconciliations
- Plan, organise and manage own workload to ensure monthly deadlines are met in a timely and accurate manner
- Processing of income from online sales system and input to Sage Line 50
- Resolution of finance related queries
- Assist with year-end audit
- To assist in the production of management accounts
- Maintain financial spreadsheets
- Helping with the audit process and financial reconciliation relating to sales on Show Nights
- A certain level of flexibility is required outside normal working hours around show times and rehearsals - all members of the Eleven Arches Team are committed to supporting our volunteers to a maximum of 75% in show season
- Any other duties deemed to be within the spirit of the post

Person Specification

Essential/Desirable

- An interest in starting a career in Finance to gain an industry recognised qualification (AAT Level 2)
- Good numeracy skills and basic understanding of accounting processes and procedures
- Good communication & listening skills
- Self-motivated and enthusiastic
- Attention to detail
- Ability to work in a fast paced environment and achieve targets and deadlines in a timely and accurate manor
- Ability to prioritise workload
- Good analytical ability and ability to spot numerical errors
- Good problem solver
- Have own transport and driving licence
- Awareness of the provisions of the Data Protection Act and be able to apply these within the organisation
- Flexible and keen to progress

Reports to: **Finance Manager**
Direct reports:
Volunteer teams reports: