



FOLK • ROOTS • ACOUSTIC • JAZZ • BLUES • DANCE • THEATRE • FILM

Job Description

Responsible to:	Designated Trustee
Hours:	8 Hours per week
Salary:	£11.92 ph
Holiday entitlement:	April – March. Five weeks pro rata

Purpose of the role

The Finance Officer will support Trustees of the Board in providing high quality financial services, oversee the day-to-day accounting and financial management of the charity, working closely with the Designated Board Member / Chair and Company Secretary and ensuring that these services are provided in a timely and efficient manner.

Key Relationships.

- With the designated board member, Chairperson and Secretary
- With the Centre Administrator and other staff
- With volunteers and community users

Core Duties and Responsibilities

The provision of the book-keeping, income & expenditure recording, making payments, reconciling bank accounts, preparation of year end accounts and liaising with the Charity Trustees. Contributing to the financial management of PAT through attendance at PAT Board meetings.

Principal tasks

- Maintain all financial records through day-to-day book-keeping and accounts processing (sales purchases, nominal ledger) via Xero or explicit spreadsheets.
- Receive all sales and purchase invoices and ensure they are appropriately authorised.
- Process payment of all authorised invoices and expense claims by BACS or paper processing means
- Carry out effective monitoring and chasing of debtors
- Bank and cash management, including reconciliation of all bank accounts, together with banking of cash and cash-handling when required
- Produce regular reports on ticket purchases via third party systems (e.g. Stripe/Paypal)
- Liaise with accountants regarding payroll and PAYE payments
- Work with Trustee budget holders to develop draft annual budgets, effective budgetary forecasting and managing the Charity's income and expenditure flows
- Prepare Bi-monthly management accounts for the Board of Trustees and specific detailed reports where required.
- Prepare year-end accounts, liaising with the external accountants and ensuring that all financial records and reconciliations are prepared and submitted on time.
- Liaise with external agencies including the accountants, bank, and insurers.
- Develop and monitor internal financial controls

Petherton Arts Trust at The David Hall, Roundwell Street, South Petherton, Somerset, TA13 5AA
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- Develop financial information capture and processing systems in line with the changing needs of the Charity
- Ensure financial compliance and best practice in accordance with relevant current accounting standards, Charity and Company law, VAT and HMRC regulations and Charities Commission guidance
- Assist with the effective implementation of finance policy and procedures, working with the Charity's Trustees, staff and volunteers to ensure financial policies and procedures are adhered to.
- Assist in the production of timely reports to donors where required and produce other ad hoc reports as required.

Other Duties/Tasks

- Participate in the decision-making process of the Charity at staff meetings
- Develop and maintain a working knowledge of new music, theatre, dance and live art
- Carry out all responsibilities within the strategic aims, philosophy and equal opportunities policy of Petherton Arts Trust
- Support volunteers as appropriate.

Person Specification – Finance Officer

Essential	Desirable
Proven ability to support a significant finance function	An appropriate financial qualification
Experience of working with Xero or similar accountancy software	Experience of financial administration in the charity sector
Good computer skill	Excellent working knowledge of Xero and an enthusiasm to learn more
Experience of supporting the preparation of annual accounts and organisational budgets	Interest in the Arts
The ability to work effectively as part of a team as well as the ability to work alone	Experience of using digital tools to modernise a finance function
Good interpersonal skills	The proven ability to maintain resilience and optimism in the face of challenges and changing priorities and circumstances
Good communication skills (verbal and written)	
Able to work flexibly, responding to peak time pressure	