

JOB DESCRIPTION.

JOB TITLE	Finance Officer
REPORTS TO	Finance Manager (Ledgers and Systems)
DIRECT REPORTS	None
DEPARTMENT	Finance

PURPOSE OF JOB

Supporting the Finance Manager (Ledgers and Systems), the role of the Finance Officer is to ensure that transactional information is correctly processed, covering sales and purchase ledgers (SL / PL), bank account transactions, payments and receipts, company credit and debit cards and journals (B), and ensuring that balance sheet codes are correctly balanced at the end of each month (ALL). The Finance Officer focuses on supporting the day-to-day processing operations of the finance function.

PRINCIPAL RESPONSIBILITIES

Brand Model

Use the Globe's brand model to aid decision-making. Ensure that everything that we do is consistent with the brand using the four elements: Shakespeare for All, Curiosity and Learning, Our Unique Spaces and Performance to support the Cause.

Financial responsibilities

Purchase Ledger:

- Match purchase ledger invoices to purchase orders to ensure correct coding of invoices.
- Identify and code purchase ledger invoices with no corresponding purchase order to ensure completeness of expenditure.
- Oversee the processing of invoices contacting colleagues and suppliers as necessary to avoid delays and accurate record keeping.

Sales Ledger:

- Upload information from other sources to enable the creation of sales invoices.
- Assist in ensuring that different systems provide a complete record of receipts and customer debts.
- Provide information to colleagues and suppliers about the status of invoices.

Journals:

- Upload transactional bank account information and assist in the reconciliation of these accounts.
- Upload transactional information relating to company credit and pre-paid cards and assist in the reconciliation of these transactions.
- Complete reconciliations of relevant balance sheet accounts.

General

- As necessary support the work of the Senior Finance Officer and Finance Manager (Ledgers and Systems) as well as other members of the Finance team.
- Support the administration of shared departmental mailboxes.
- Responsible for areas of the annual statutory audit as requested by the Finance Manager (Ledgers and Systems) and the Finance Director.
- As necessary contribute to projects to deliver improvements and efficiencies within the Finance team.

People

Actively promote and champion the Globe's long-term people plan whilst supporting others in your department to implement new ways of working and cultural change to ensure these become embedded across the organization.

PERSON SPECIFICATION

- Experience of accounting software.
- Sound working knowledge of MS Office, especially Excel and Outlook.
- A strong customer service focus.
- Excellent interpersonal skills and the ability to build effective working relationships at all levels, internally and externally.
- The ability to work effectively in a team environment as a supportive team member with a "can do" attitude.
- Good planning and organisational skills with the ability to meet strict process deadlines.
- Strong attention to detail and a professional approach.
- Enthusiasm and willingness to learn.

Embodies these essential Globe ways of working:

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others.
- Thoughtfulness, reflecting, and problem solving.
- Influencing and communicating with others.
- Delivering output.

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures.

RECRUITMENT INFORMATION AND TERMS AND CONDITIONS

Permanent / Full Time (happy to talk flexible working)

[A full set of terms and conditions will be supplied with a contract of employment]

Hours: 35 hours per week exclusive of lunch breaks. Additional hours at evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked.

Salary: £26,000 per annum

Holiday: The annual holiday leave is 25 days pro-rata per calendar year plus Bank Holidays.