



Job Description and Person Specification

Finance Assistant (part time)

Hours:	14 hours per week (flexible)
Rate:	London Living Wage (£9.75 per hour rising to £10.20 per hour from 1st April 2018).
Benefits:	21 days' holiday entitlement
Duration of appointment:	Twelve months fixed term with possibility to extend
Reports to:	Finance Officer

Context of role:

Bow Arts is a well-established charitable social enterprise. We manage affordable creative workspaces for over 500 artists across London, run an education programme with more than 80 schools and deliver a year-round exhibition and events programme through the Nunnery Gallery.

We are seeking an enthusiastic and highly accurate Finance Assistant to join our Core Services team working alongside our Finance Officer. In this role you will provide close support and liaise with staff across the organisation, especially with our studios team. Bow Arts has a staff of 22, based in our office at our Bow Road site and is a friendly fast-paced environment to work in.

All Bow Arts staff are subject to an enhanced Disclosure and Barring Service (DBS) check. For more information about Bow Arts and details of how to apply please visit our website at www.bowarts.org

Job Description

- Provide general finance administration in a timely fashion and in line with agreed financial procedures, maintaining all finance records as required
- Reconcile all bank accounts in Sage 50 to ensure no discrepancies, and generate reports as required
- Ensure all departmental invoices are processed in good time and recorded on Sage 50, and payment is allocated to correct invoices
- Update bank transactions in Sage 50
- Raise and process Sales Invoices
- Assist in inputting Direct Debit payments and produce Aged Debtors' reports
- Process new and departing artist contracts in Sage 50, and other relevant spreadsheets.
- Maintain CSV files for import into Sage 50, ensuring data is accurate and up to date
- Communicate with artists to determine gift aid status and maintain accurate records for bi-annual gift aid claims
- Carry out any other ad-hoc duties as requested by the Finance Officer



Person Specification

Essential	Desirable
Methodical, with a high level of accuracy and good attention to detail	Some experience either within finance or administration work (ideally in a small office environment)
IT proficient with a good working knowledge of Microsoft Office, particularly Microsoft Excel	Good understanding of financial/mathematical principles
Excellent data entry skills	Some previous experience of using Sage or similar accounting software would be useful but is not essential . Full training will be provided.
Effective oral and written English skills	
Numerical competence	
Good administrative and organisational skills and ability to keep documentation tidy and accessible	
Self-motivated with an ability to work independently and ask for clarification where needed	
Ability to communicate and to work as part of a team	
Confidence and ability to communicate with colleagues at all levels	

To apply for this role, please complete the accompanying application form explaining how you meet the criteria set out in the Person Specification and send your form, along with a completed Equal Opportunities monitoring form to Jen Pringle, Office Manager jpringle@bowarts.com. **CV's will not be accepted.**

Application Closing Date: 9am Monday 5th February 2018

Interview Date: Thursday 8th February 2018

Bow Arts is an equal opportunities employer and registered charity no. 1046958