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| Culture Coventry Logo RGB (2)**Culture Coventry** |
|  **JOB DESCRIPTION** |
| **Post Title:** | **Financial Administrator** |
| **Department:** | **Finance & Administration** |
| **Reports To:** | **Financial Controller** |
| **Job Purpose:** | * To support the Financial Controller in the provision of quality financial management services to the Trust and its subsidiaries.
* To provide support and guidance on the financial administration of the trust’s services, securing the most effective use of all financial resources available.
* To be an ambassador of Culture Coventry’s vision through positive engagement with colleagues and visitors.
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| **Primary Responsibilities:**  | **Finance Administration*** To provide effective support to the Financial Controller in regard to the effective financial management of the Trust and ensure the dissemination of all appropriate information to the department managers.
* To assist the Financial Controller with appointed external auditors in the production of annual statutory accounts and returns ensuring the accuracy, integrity and probity of all data contained therein.
* To ensure the accuracy and integrity of the nominal, purchase sales ledgers using Sage Accounting software.
* To create sales invoices, manage the sales ledger and be responsible for the credit control function. Raise purchase orders, input purchase invoices and manage timely payment of invoices each month.
* In conjunction with the Financial Controller and where necessary, liaise with HMRC, the Trust's banks and other relevant financial parties. To produce all necessary returns ensuring their integrity and accuracy.
* Bank all cheques and cash as required, empty and count donations boxes and post all the necessary transactions to the accounting software.
* Process monthly petty cash, reconcile shop takings bank accounts and credit cards, posting to the accounting software.
* To demonstrate the Trust’s values and behaviours at all times to ensure we treat each other and our customers with dignity and care.
* To work collaboratively with colleagues across all sites to foster a professional and supportive environment that clearly shows we are united.
* To take pride and ownership in setting new standards and new ways of working that support and increase and build our resilience as business for the future.
* To support the delivery of the Trust’s financial objectives and growth agenda, by always looking at ways we can maximize opportunities to grow our audience and generate income.
* To put the customer at the heart of all decisions and actions, to ensure we deliver exceptional customer experience at all times.
* To represent Culture Coventry on all appropriate local, regional, national and international forums, workshops, events, reviews and consultations relevant to this post.
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| **Other Duties** | * At all times ensure that working practices are in line with the requirements of Culture Coventry’s Health and Safety Policy and generally seek to ensure the safety of Culture Coventry’s employees and visitors, including in the event of an emergency evacuation.
* To support the remainder of the Culture Coventry team when required for conferences, gallery openings and any other events over and above the normal day-to-day running of the museums ensuring that commercial opportunities are maximised.
* To actively engage with any special projects or builds and annual events / large public festivals that may occur from time to time over and above the normal day to day running of the museums ensuring that all commercial opportunities are maximised.
* Any other duties that fall within the scope and spirit of the post
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| **NB. The nature of the post may require a commitment to Culture Coventry Trust outside of normal working hours (e.g. weekends, evenings, Bank Holidays, etc.). Time-in-lieu will be granted for such hours worked.**Dependant on your role, a driving licence may be required to ensure the most efficient contact with external bodies and support Culture Coventry Trust’s external events policy. Post holders will be accountable for carrying out all the duties and responsibilities with due regard to the Charitable Trust’s Health and Safety and Equal Opportunities Policies.Duties, which include processing of any personal data, must be undertaken within the corporate data protection guidelines |
| **Please note**:* The **black wording** within this document details your individual role requirements and responsibilities, which you will be expected to demonstrate and achieve in the performance of your role.
* The **green wording** outlines core behaviours, requirements and responsibilities that are expected of all employees within the Trust. This has been included in all job descriptions to ensure that everyone shares a common purpose to ensure we achieve our vision and live our values.
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| **Working Hours****Full time 37 hours per week**Monday to Thursday 8:30 – 17:00 with 1 hour lunchFriday 8:30 – 4:30 with 1 hour lunch**Location**The post is located at the Herbert Art Gallery & Museum, but you will be required to work from other sites across the Coventry Culture Trust from time to time, in particular Coventry Transport Museum. |

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| **PERSON SPECIFICATION**Assessment for recruitment requirements and competencies |
| **Aptitudes / Skills / Abilities** | **Essential*** Able to work on own initiative
* Works well under pressure with a hands on approach in a busy finance office without compromising on accuracy
* High level of IT and spreadsheet skills
* Able to prioritise workload effectively to meet deadlines
* Strong mathematical and analytical skills
* A high level of accuracy and the understanding of the importance of such
* Clear understanding of the importance of confidentiality
* Able to apply numeric and thorough analytical skills, in order to produce accurate, timely and meaningful information
* Customer focused with the passion and ability to identify customer audiences, understand their specific requirements and place them at the heart of everything the Trust does.
* Good communication skills both face‐to‐face and in writing
* Self‐motivated with the ability to take the initiative
* A team player with an approachable manner
* Sensitive to the different cultural backgrounds of Coventry’s diverse communities and a commitment to equal opportunities practice both at work and with customers.
* A flexible approach to work with the willingness and ability to work outside standard hours on occasion.
* Good IT skills and proficiency in Microsoft Office applications

**Desired*** A background in a culture/ leisure type of environment
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| **Knowledge And Experience** | **Essential*** Sound understanding of financial management policies and procedures
* Experience of working in small and busy finance office
* Sound working knowledge of Sage Accounting software
* Experience of managing accounts to book keeping standard, covering credit control, bank and credit card reconciliations, tax and VAT
* Experience of handling cash, petty cash and online business banking

**Desired*** Experience of SORP accounting guidelines, end of year accounts and external liaison with aduitors would be an advantage
* Knowledge of legislative obligations as a charitable trust
* A background in a culture/leisure type of environment
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| **Education and qualifications** | **Essential*** **AAT qualification Level 2**
* Evidence of GCSE Maths and English at Grade C or above

**Desired*** Evidence of post formal educational development would be an advantage
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| **Special Requirements:** | * This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure may be required prior to appointment.
* A clean driving license may be required dependent on your role to fulfill the requirements of the post
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