



Job description and person specification

Interim Finance Officer

Introduction

Bishopsgate Institute is the delivery arm of the Bishopsgate Foundation, founded in 1894 for “the promotion of the education of the public”. The successful applicant will work closely with colleagues to ensure the strategic objectives and priorities of the Foundation are achieved.

The Finance team comprises two staff who are based in the Institute’s offices: Finance Manager and Finance Officer. There will be a Director of Finance & Resources to provide overall strategic direction and lead on reporting to the senior team and Board of Trustees (this work is currently covered by a freelance consultant who works remotely and part-time).

Role description:

Date of Last Review:	July 2022
Job Title:	Finance Officer (interim)
Contract:	Fixed-term contract to 31 July 2023
Location:	Bishopsgate Institute offices with some remote working possible
Grade:	Officer
Reporting to:	Finance Manager
Hours:	Part-time (21 hours / week)
Salary:	Circa 18K for 21 hours (FTE 30k)
Qualification required:	AAT level 3

Role purpose

To provide bookkeeping services covering purchase ledger, sales ledger, credit control, month end reconciliations, payroll, payments and correspondence.

The role requires a basic accountancy qualification and experience in financial administration and record keeping.

Operating environment

Bishopsgate Institute is open up to 7 days a week, running a number of events and courses, as well as a free Reading Room and Special Collections & Archives, in a stunning, 127 year-old building at the crossroads of the City, Spitalfields and the East End.

Our venue hire business is run via a trading company, B I Trading, and there is a permanent endowment through which the Institute receives rental and dividend income.

Key Deliverables:

- To be responsible for the Finance inbox
- To manage the purchase ledger function, ensuring supplier accounts are maintained, invoices are correctly coded and paid according to payment terms and the correct VAT codes are used
- Process staff expenses
- Analyse, reconcile and post all Venue Hire invoices and allocate receipts to customer accounts.
- Support the Venue Hire Team in the collection of outstanding debts
- Agree, monitor, reconcile and post all payments made on the company credit card and the prepaid card
- Post bank transactions and reconcile the bank accounts and highlight to Finance Manager any concerns about liquidity
- Analyse and review bar income / post movements in bar stock
- Input payments for authorisation on the banking platform
- Encourage good procurement practice in the institute

Assist the Finance Manager with:

- Preparation of the management accounts
- Preparation of the annual forecast
- Preparation of the annual budget

- Year end accounts preparation and audit
- Replying to finance, pension and payroll queries from internal staff
- Providing transaction reports/copy invoices/any other information to budget managers

General:

- Proactively collaborate with all staff to ensure the best possible levels of seamless service and quality to our customers.
- Contribute to an improved level of organisational engagement through positive role modelling, communication and behaviour at all times.
- Champion and epitomise the Institute's core competency behaviours.
- Attend relevant training in order to fulfil the requirements of the job and undergo supervision and annual reviews.
- Comply with and implement all organisational policies and procedures as required.
- Work flexibly and responsibly to effectively manage workload and ensure the provision of a 7-day-per-week service to the public as required.
- Dress and present yourself appropriately as the professional needs of the Institute require.

This job description covers the current range of duties and will be reviewed from time to time. It is the Institute's aim to reach agreement on changes, but if agreement is not possible, the Institute reserves the right to change this job description.

PERSON SPECIFICATION: Finance Officer

1. Specialist Area Requirements – Finance Officer

- 1.1 A basic accountancy qualification is required including detailed knowledge of financial systems and protocols
- 1.2 Strong indepth experience and demonstrable skill in working with Purchase ledger, Sales ledger and Banking is essential including accurate data entry
- 1.3 Excellent and proactive communication skills, including seeking people out in person instead of relying on email
- 1.4 Good time management skills and clear written and telephone communications skills
- 1.5 A passion for the mission and work of Bishopsgate Institute, and a willingness to contribute to it beyond the specific tasks of this role
- 1.6 Excellent written and spoken English, including spelling, punctuation and grammar

2. Grade Specific Requirements – Applicable to all Officer Level Posts

- 2.1 Understanding and commitment to collaborating within and across teams and an understanding and appreciation of the importance of partnership working to support the achievement of the Foundation's vision, mission and strategy.
- 2.2 Ability to undertake day to day duties with appropriate level of direction and support to ensure that tasks are achieved effectively, efficiently and to a high standard of quality.
- 2.3 Experience and awareness of good practice/effective approaches to planning and delivery requirements
- 2.4 Demonstrable skills in working flexibly, trouble shooting and excellent customer service.
- 2.5 Experience of working within the arts and culture sector, including adult education, and/or a visitor attraction or understanding of our role in these arenas and its impact on the different areas of our work.

Bishopsgate Institute – Competency Framework

At Bishopsgate Institute we use a competency-based approach to staff recruitment, performance review and development. The Framework underpins the culture of the organisation and adds to what we do to enable us to reach our potential both as individuals and as an organisation.

The selection process we use is designed to test each applicant's skills, expertise, knowledge and their ability to demonstrate how they meet the competency framework.

All competencies apply to **all** roles:

<u>Performance</u>	<u>Insight</u>	<u>Engagement & Inspiring Others</u>
<ul style="list-style-type: none">• Accountability• Delivering Performance• Alignment & Planning• Learning & Change	<ul style="list-style-type: none">• Breadth of Perspective• Making Effective Judgements• Applying Specialist Knowledge• Customer & Audience Awareness	<ul style="list-style-type: none">• Working Collaboratively• Communicating & Influencing• Empowering Leadership

There are different levels within each that apply to each grade or level of role in the organisation:

- Assistants, Administrators, Officers – *all non-management level staff.*
- Line Managers/ Specialists – *all staff that line manage one or more members of staff or are defined in their job role as a 'Specialist'.*
- Senior Managers/Specialists – *the Chief Executive, Heads and Senior Specialists.*

The competencies relate to certain key abilities that we should be able to demonstrate in the way we carry out our jobs. While objectives are concerned with **what** we achieve in terms of tangible results or 'outputs' and 'outcomes', these competencies look more at **how** we carry out our work - for example how much initiative we demonstrate; how well we work with others; how good our communication skills are; how well we organise our work.

Most of the core competencies could relate to a person doing any job of a comparable level/grade, regardless of the particular functional or technical expertise and skill that is required.

Although no-one is expected to demonstrate the competencies that do not apply to their job, staff will need to think laterally and creatively about whether they apply. For example, if your role is to support other staff in the organisation, you may not feel that you directly support the public. However, if you think hard enough you will likely be able to see that by supporting your colleagues in other departments you indirectly do support the public and what you do in that regard is very important.

