



Job description: Assistant Accountant

Introduction and context

Bishopsgate Institute is the delivery arm of the Bishopsgate Foundation, founded in 1894 for “the promotion of the education of the public”. We are a small, independent charity with our own extraordinary premises at the crossroads of the City, Spitalfields and the East End. The charity is financially independent, relying on generating income from its venue hire activity, alongside rental income from its endowment.

At Bishopsgate Institute, the Special Collections and Archives are at the heart of our offer, our programming and our identity. We run a very friendly, world-class service for researchers, from academics to non-specialists, and we pride ourselves on how accessible our collections are. To that end we are continuing to develop unusual ways for people to discover them for themselves, especially if they have not had much experience of using archives before.

The Institute’s programme of courses and events is very varied, to say nothing of our venue hire activity and the operation of the library, and the Assistant Accountant will be expected to understand and be engaged with all aspects of the business in order to perform the role to the required standard. Our financial independence enables us to take risks and provide a platform for provocative discussion, and the successful candidate will embrace our ethos and advocate for our programme. Furthermore, all staff contribute to the delivery of important events, such as Open House London, and this includes the Assistant Accountant.

This role requires a candidate with a high level of numeracy, preferably with an AAT qualification (or equivalent) at Level 2 or Level 3, or qualified through experience. We will test for this as part of the assessment process.

As part of a small finance team, you will need to develop strong working relationships with suppliers, budget managers and key contacts in Venue Hire and Programmes so strong communication and interpersonal skills are

required. This is not just a desk-based role, and we will prioritise candidates who demonstrate the desire to play a full role in the life of the Institute, not only the finance function.

This role offers scope for career development for the right candidate, such as those studying for a full accountancy qualification (CIMA, ACCA or ACA).

Date of Last Review:	3 rd September 2020
Job Title:	Assistant Accountant
Grade:	Officer
Hours:	Part-time (28 hours / week)
Salary:	Circa £25k FTE
Reporting to:	Finance Manager
Line manages:	No reports
Peers:	Campaigns Coordinator Box Office & Front of House Coordinator Performing Arts Programmer Learning Programme Coordinator Digital Engagement Officer Event Planners Administration Officer Archivist Library Cataloguer Sound & Lighting Technician IT and Technical Support Officer
Budget holder:	No
Probation:	6 months

Role purpose and key objectives:

To support the Finance Manager in the smooth and efficient running of the finance department

To take day to day responsibility for the purchase ledger, sales ledger and banking activities ensuring all financial transactions are accurately recorded and managed in a timely manner

To assist with the preparation of budgets, management accounts, statutory accounts and the annual audit process, including reconciliations and other supporting schedules and documentation

To support the development and implementation of systems and processes, improving financial management and control

To ensure compliance with financial regulations and assist in the development of financial procedures

To provide first class customer service and support to both internal and external customers, including suppliers, budget holders and other staff

To play an active role in the life of the Institute, within and beyond the small finance team

Key deliverables

Purchase ledger

- Ensure all invoices are issued, approved and coded in line with agreed processes
- Process all purchase invoices (approximately 40 per week) ensuring the correct VAT codes are used
- Create and maintain supplier accounts, checking that all requested changes to account details are authentic
- Ensure timely payment of purchase invoices subject to cash availability in line with agreed internal processes
- Make ad hoc transactions for expenses and services as necessary
- Monitor aged creditors and highlight any issues to the Finance Manager
- Agree, monitor, reconcile and post all payments made through the company credit card

Sales ledger and credit control

- Responsibility for the accurate and timely input of sale invoices (approximately 30 per month) into the Institute's two companies, The Bishopsgate Foundation and B.I Trading, in Sage
- Responsibility for accurate analysis of sales receipts in conjunction with the venue hire team
- Create and maintain customer accounts
- Reconciliation and allocation of customer receipts to customer accounts in conjunction with the Event Planner (Venue Hire)
- Support the Event Planner (Venue Hire) to collect outstanding debts for the B.I Trading company and ensure that all outstanding debts are collected for the Bishopsgate Foundation company.

- Monitor aged debtors and highlight any issues to the Finance Manager

Banking and cash handling

- Reconcile and maintain petty cash payments and agreed floats ensuring that cash levels maintained are appropriate for the events held week to week
- Manage the proper collection, reconciliation and banking of monies
- Regular review of cash handling procedures making recommendations for improvement to the Finance Manager
- Daily review of bank statements investigating any unusual transactions and highlighting them to the Finance Manager
- Monitor bank balances and cash flow, highlighting concerns to the Finance Manager and preparing transfers between accounts as necessary
- Preparation of payments to staff and suppliers as necessary
- Monitor and reconcile direct debits and standing orders
- Regular reconciliation of bank accounts
- Administration of bank accounts on HSBCnet, including the addition and deletion of new users and assignment of banking devices for authorisation

Budgets

- Assist the Finance Manager preparing the annual budget and cash flow forecast
- Assist the Finance Manager preparing the termly forecasts (twice per year)
- Support budget holders and internal staff with finance queries and provide sound budgetary advice when necessary
- Provide budget holders with transaction reports as requested

Accounting

- Prepare monthly balance sheet reconciliations for review
- Review accounts and ensure all transactions have been coded correctly
- Maintain the fixed asset register
- Assist with the preparation of annual statutory accounts and supporting schedules for the purpose of the audit

Payroll & Pensions

- Prepare the fortnightly payroll for casual workers (approximately 13 per fortnight) ensuring that timesheets have been appropriately authorised and HMRC returns submitted
- Maintain a schedule of casual worker hours for the purpose of holiday pay entitlement
- Submit monthly staff pension calculations through the Aviva eServe portal, maintaining accurate staff records including starters and leavers
- Process the payment of monthly and fortnightly payrolls, ensuring they have been appropriately authorised

Other

- Play an active role in the development and implementation of new systems, policies and procedures, including preparing training materials and delivering training to internal staff
- Communicate proactively with colleagues across the Institute and attend events, where appropriate
- Preparation of training materials and delivery of training on systems and processes to internal staff
- Provide ad-hoc reporting and forecasting information as required

General requirements of the role

- 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

1. Specialist area requirements: Assistant Accountant

- 1.1 AAT Level 2 or 3, or qualified by experience.
- 1.2 Knowledge/experience of using accounting software
- 1.3 Experience of working with purchase ledger, sales ledger and banking
- 1.4 A demonstrably proactive and communicative working style, including taking the initiative to go and see colleagues or phone them if an issue arises and keep channels of communication open, rather than using email
- 1.5 Due regard for confidentiality and experience of adhering to regulations regarding confidential data (e.g. data protection, GDPR)
- 1.6 A proactive approach with the willingness and ability to make effective decisions using own initiative
- 1.7 Demonstrable skill in effective planning and prioritisation of workload to meet deadlines working flexibly if required
- 1.8 Excellent attention to detail delivering a high level of accuracy
- 1.9 Assertiveness in the deployment of negotiation skills
- 1.10 First class written and verbal communication skills in English and a proactive approach to internal communication.
- 1.11 The ability to continually consider and evaluate processes and procedures in order to develop appropriate recommendations for improvement
- 1.12 A passion for the mission and ethos of Bishopsgate Institute and its work as a whole, and the ability to advocate for that within and beyond the Institute.

Bishopsgate Institute – Competency Framework

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

How we are managed and manage each other using the competencies will become clear and both managers and staff will have support and training to implement them once the new structure is in place.

Until then, they are in place to support the redeployment/recruitment to all roles in the new structure. The selection process we use will be 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.