

## FINANCE OFFICER

## RECRUITMENT PACK

Platform, the thriving arts centre at the heart of the award-winning Bridge complex in Easterhouse is recruiting for a Finance Officer to join our expanding team at an exciting time in our company development. We seek an experienced and enthusiastic finance professional to lead on the inputting and delivery of all finance systems across the company.

The Finance Officer is a crucial administrative hub within Platform and at the heart of our operations. You will be part of a core team of fifteen and work closely with our Arts Manager and liaise with our Operations, Community Engagement and Programme teams.

Platform is run by Glasgow East Arts Company (GEAC). We are a strategic partner at The Bridge which launched in 2006 as an aspirational new facility for arts, leisure and learning comprising Glasgow Kelvin College, Glasgow Life's swimming pool and library. GEAC Trading operates the Café Bar at The Bridge.

Platform celebrated its 10 year anniversary in 2016 with a dynamic range of performance, gigs, exhibitions and taking part events, as well as a specially curated programme that took place in October reflecting on previous work and potential future collaborations. We work with a range of partners, funders, local organisations and communities groups to deliver our cross arts programme both within our building and across the north east of Glasgow and beyond.

Platform is financially supported by Creative Scotland and Glasgow City Council's Integrated Grant Fund alongside many other partners from housing associations and community health partnerships to The Roberston Trust and Big Lottery.

For further details and to download an application pack please go to our website, [www.platform-online.co.uk/latest](http://www.platform-online.co.uk/latest) Please e-mail Jenny Crowe at [jenny@platform-online.co.uk](mailto:jenny@platform-online.co.uk) if you would like to discuss the role further.

Deadline for applications is noon on **Wednesday 18 January 2017** with interviews planned for **Wednesday 25 January 2017**.



## **FINANCE OFFICER – JOB DESCRIPTION**

<b>POST</b>	Finance Officer - Permanent post
<b>HOURS</b>	21 hours per week (equivalent to 3 days per week)
<b>SALARY</b>	£22,000 per annum pro rata
<b>PROBATIONARY PERIOD</b>	3 months
<b>REPORTS TO:</b>	Arts Manager
<b>DATE:</b>	November 2016

This post is subject to disclosure.

### **JOB PURPOSE:**

To work closely with the Arts Manager and company accountant providing a general finance service and routine office function for the Arts Company and its trading subsidiary.

### **KEY TASKS:**

#### **Finance Duties**

- coordinate purchase orders, process invoices and payments via cheque and online banking
- coordinate sales orders, raise invoices and process income
- handle credit control including chasing debtors, issuing statements and reporting any collection issues to management
- process all bookkeeping and accounting transactions using Sage 50 Accounts (one system for each company)
- complete monthly bank reconciliations
- complete month-end procedure for both companies including calculation of accruals and prepayments and journal entries
- manage VAT for trading company and assist with VAT return and reconciliation quarterly
- assist with analysis of payroll and journal entry to Sage

- process cash sheets from Box Office and monitor ticket sales income
- control and issue petty cash as and when required in accordance with company policy, including a month-end cash count and reconciliation
- maintain filing systems in a confidential, orderly and up to date manner
- assist with preparation of year end accounts, files and records for external audit

### **Office Duties**

- answer routine enquiries by phone and email or redirect them to other team members where appropriate
- process incoming mail, prepare and forward outgoing mail
- order and manage stationary and photocopy supplies within budget
- monitor, review and maintain general office equipment and maintenance contracts

### **Other Duties**

- use Box Office reporting system
- use Room Booking software system
- engage in all aspects of safe and efficient working practices in line with Health and Safety at Work legislation and the company's health and safety policy
- carry out any other duties that may be requested by the Arts Manager

Finance Officer  
PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
Education, Qualifications & Training	HND / Degree or equivalent in related sector	Other finance / accountancy qualification	Application Certificates
Skills, Knowledge & Competencies	<p>Experience of book keeping and financial management</p> <p>Proven ability with Sage 50 Accounts system</p> <p>Experience of credit control</p> <p>Understanding complex and multi-grant income streams</p> <p>Understanding of customer service standards</p> <p>Excellent interpersonal skills</p> <p>Experience as a collaborative worker</p> <p>Proven IT ability</p>	<p>Financial experience in an arts setting</p> <p>Understanding and managing budgets</p> <p>Experience of working within regeneration context and with specific target groups</p> <p>Room booking and Box Office systems</p>	<p>Application</p> <p>Short Sage based test</p> <p>Interview</p>