

## **JOB DESCRIPTION**

**Job Title: FINANCE OFFICER**

### **Context**

Watermans is West London's leading arts centre. We're based in a lovely riverside location in Brentford, with an independent cinema, theatre, studio spaces and gallery. Watermans additionally presents a high-quality year round programme of Outdoor Arts and an extensive community participation programme. We attract an audience of 250,000 per year. We are experiencing an exciting period of transition and growth.

Watermans is located at the eastern end of the London Borough of Hounslow, and it plays an important role in both local and regional arts provision. The borough has an ethnically, socially and economically diverse population, and Watermans policies reflect the Centre's commitment to meeting the artistic needs of the local and wider communities it aims to serve.

### **Working Principles of Watermans**

Watermans is operating in a rapidly changing environment which is both exhilarating and demanding. All our staff must be committed to a common set of principles and to sharing key ground rules:

1. Providing a high quality, exciting and coherent programme is at the heart of Watermans artistic policy
2. The needs and aspirations of audiences and users are key to informing and inspiring all aspects of Watermans work
3. We operate as an Equal Opportunities employer and equality both in the workplace and in service delivery is given the highest possible priority.
4. We operate as a team. Each member of staff needs to be able to give and to take feedback.
5. Planning, monitoring and evaluation are collaborative activities: we all have a role to play in them.
6. We are committed to working collaboratively with external partners, including other cultural providers; local authorities and the regional and national arts funding system.
7. We are willing and open to incorporating relevant change into our working practices. Sometimes this means initiating change ourselves and sometimes it means responding to changes in our work environment.

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## Purpose of Post

- To support the Finance Manager by maintaining accurate support information in the day to day accounting systems of Watermans

## Responsibilities

1. To maintain accurate records of day to day financial transactions, both income and expenditure, of all departments, including Purchase Ledger, Sales Ledger and Bank reconciliations
2. To record the income and expenditure of each of the trading areas of Watermans, ensuring that timely information is supplied by the relevant departments
3. To provide Payroll information to external payroll agency
4. To administer the petty cash implementing systems as provided by the Finance Manager
5. To undertake the banking, with accurate information supplied both within the Centre and to banks, auditors etc.
6. To operate the computerised financial systems as provided
7. To provide the Finance Manager with all relevant information in report form as appropriate
8. To assist the Finance Manager in the preparation of reports for the Board, the auditor and other relevant authorities, including funders
9. To identify improvements to the system where appropriate, providing constructive proposals for dealing with problems as they arise
10. To commit to a high level of customer service that will inform decision making and influence the delivery of services, exceeding the expectations of customers
11. To provide reports and information as may be required in the execution of these duties
12. To work as a team with other members of Watermans staff, committing to the achievement of the Centre's corporate goals, and both recognising and supporting the contribution of each member to that common purpose
13. To undertake any training provided by the Trust appropriate to the post
14. To commit to Watermans equal opportunities policy and practice
15. To undertake any other duties commensurate with these responsibilities as management may require from time to time

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**Hounslow Arts Trust Ltd**



**Responsible to:** The Finance Manager

**Responsible for:** N/A

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## PERSON SPECIFICATION

### Essential Experience and Attributes

1. Book keeping experience in a medium sized operation.
2. Experience of using SAGE 50, Xero, Intuit, or similar accounting software.
3. High levels of numeracy (GCSE Mathematics or equivalent as a minimum)
4. Experienced in using Excel or similar applications
5. Attention to detail
6. Calm, methodical worker
7. Ability to work effectively under pressure
8. Ability to deal tactfully and helpfully with the general public either face to face or via written, telephone and electronic communications
9. Ability to deal discreetly and helpfully with other staff at all levels

### Desirable Experience and Attributes

1. Ability to understand budgets and financial reports
2. Experience of compiling statistical data and capturing relevant information as required
3. Experience of public sector financial regulations
4. Experience of working across a number of different cost centres
5. Ability to speak additional relevant languages
6. CIMA/ACCA Part Qualified- Early stages or AAT Part Qualified- latter stages

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