

Role Profile

Title: Finance Assistant – Accounts Receivable

Location: Wentworth Woodhouse Preservation Trust, The Mansion, Wentworth, Rotherham, South Yorkshire

Hours of work: 37.5 hours per week

Salary: £12.50 per hour

Responsible to: Finance Manager

Wentworth Woodhouse Preservation Trust

The Finance Assistant shall report directly to the Finance Manager and be responsible for provision of comprehensive accounting support across the business. Working closely with the other staff within the department, they shall also ensure that WWPT follows best practice with all necessary financial legislation and processes.

Key responsibilities:

- Raising sales invoice for Weddings, Filming, Corporate Events, Event Hire, Group Tours etc
- Chasing overdue debtors
- Recording payment of invoices on SAGE
- Reconciliation of non-cash income to bank (tills, online income, direct debits, Sum-Up)
- Input of cash reconciliations to SAGE
- Gift Aid information collation
- Reconciliation of “Just Giving” page to bank
- Provision of information to fundraising team regarding how much money raised for specific campaigns
- Recording of cheques received
- Relevant month end income journals

Other (Division of work to be split between finance assistant – AR and finance assistant – AP)

- Management of fixed asset register
- Monthly bank reconciliations excluding fundraising/restricted bank accounts
- Assistance with monthly management accounts production
- Assistance with preparation of information for BoT meetings
- Assistance with preparation of information for year end external audit
- Monthly visitor number update
- Trading VAT return (quarterly)
- Trust VAT return (monthly)
- Collation of information for weekly SLT finance update
- Calculation of monthly intercompany bank transfer between Trust and Trading to account for Trading salaries paid by Trust, till & online income deposited in Trust bank account, and monthly management charge to Trading by Trust
- Any other tasks as reasonably requested
- Working collaboratively with other members of the wider WWPT team

Person specification

Please see the criteria expected of the role below. As part of your application, please note these and explain how you meet and exceed them

Factor	Criteria	Essential or Desirable
Relevant Experience	Experience in working in an account receivable role in a fast - moving environment.	Essential
	Strong excel skills with knowledge of how to manipulate data to assist with analysis	Essential
	Experience with dealing with unclear information and ensuring compliance with company policy	Essential
	Understanding of Charity VAT rules	Desirable
Qualifications	Relevant accounting qualification or qualified by experience	Essential
Personal Attributes	Ability to show initiative and problem solve in a fast-paced environment	Essential
	Ability to multi-task and manage workload effectively	Essential
	Highly organised with a keen eye for detail	Essential
	Natural curiosity to understand the organisation	Essential
	Positive approach and ability to work as part of a team	Essential