

FINANCE ASSISTANT

[Creative UK](#) is the independent network for the UK Creative Industries, and we know that connection changes everything. Our overarching mission is to leverage the economic, social and cultural value of the UK's creative economy.

We're currently looking for a Finance Assistant who can provide a first-class financial support service. You will report into the Finance Officer and work closely with the Finance Director and wider Finance team.

The ideal candidate must have an understanding of finance software used to record all financial information and provide reports. If you are a confident and proactive finance starter with experience and understanding of financial procedures and system then get in touch!

LOCATION: Manchester (Hybrid Office/Home)

STARTING SALARY: up to £22,000

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk by 19th August 2022 midday. Please complete our anonymous diversity and inclusion [survey](#). Interviews will take place by video conference w/c 22nd August 2022, immediate appointment preferred.

* Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request

KEY RESPONSIBILITIES

Purchase Ledger

- Matching all invoices and purchase orders, coding and entering them onto the accounting system
- Day to day running of the purchase order system
- Dealing with supplier enquiries and disputes regarding invoices and payments
- Month end routines and reports
- Reconciling suppliers' statements

Sales Ledger

- Responsible for issuing all sales invoices in consultation with the Finance Officer
- Debtors' management & assisting with credit control
- Month end routines and reports
- Inputting customer receipts

Nominal Ledger

- Assisting to produce quarterly and ad hoc financial reports.
- Assisting to preparing period end journals
- Working with the team to prepare information for the annual audit

Cash Book and Bank Reconciliations

- Reconciling bank accounts on a weekly basis
- Reconciling credit card receipts against bank statements

Other

- Assisting, where necessary, in providing reports for budget holders and other staff
- Being the first point of contact for general staff finance queries and Xledger staff training
- Assisting to develop financial systems to improve the efficiency and effectiveness of those systems across the organisation
- Assisting to maintain internal financial controls

- Perform general finance administration duties such as dealing with post, filing, and handling routine enquiries
- External Funder Claims Administration
- Financial monitoring of all Creative UK Investment Recoupment

Ensure Creative UK meets all its statutory requirements in relation to the GDPR and Freedom of Information

All staff must develop Creative UK's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing

Required Experience, Knowledge and Skills:

- AAT part/ fully qualified, a similar accounting technician qualification OR working towards*
- Knowledge and recent experience of using XLedger or similar finance software
- Demonstrable experience of working in a similar financial role within a medium size company
- Excellent financial/bookkeeping skills
- Ability to analyse and assess data accurately
- High level of numeracy, literacy and IT literacy; excellent attention to detail
- Ability to work to deadlines and prioritise their own workload
- Able to communicate confidently both verbally and in writing
- Able to present information clearly and concisely
- Ability to work well in a team environment
- Confident, approachable and proactive with a good understanding of financial procedures and systems and good working knowledge of financial legislation

** study support may be considered for finance starters*

All our employees will be expected to demonstrate behaviors associated with our company values. Our values drive the way we work; **how** we do things is just as important as **what** we do.

- ✓ We join the dots; collaboration is in our DNA
- ✓ We support and empower; we are here to make a difference
- ✓ We are curious, open & honest
- ✓ We celebrate difference & value equality of opportunity

OUR PEOPLE PERKS

- ✓ Flexible hybrid working
- ✓ Pension enrolment from 3 months service
- ✓ Cycle 2 Work scheme, in partnership with Halfords
- ✓ Benefits hub, discounts across a broad range of partners
- ✓ Employee Assistance Programme, Health Assured
- ✓ Mental Health Guardians
- ✓ Summer Fridays, finish at 3pm every Friday throughout July & August
- ✓ Your birthday off as paid leave, Extra days off over the annual festive period
- ✓ 2 paid volunteer days per year to give something back to the community

Diversity Changes Everything: We value difference and celebrate the creativity that it brings.

We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities and talents.