

FINANCE ADMINISTRATOR

[Creative UK](#) is the independent network for the UK's Creative Industries, we champion, connect, support and invest in creative people and businesses. Our goal is simple: to cultivate a world where creativity is championed, valued, and nurtured.

We are looking for a Finance Administrator who can deliver a first-class financial support service. You will have responsibility for maintaining financial records in an accurate and timely fashion, and you will be an integral member of a small yet highly motivated and fast-paced team. You will work closely with creative teams across the organisation and contribute to all areas of the business.

We will provide full training on Xledger cloud accounting software to record financial information and produce reports. The ideal candidate will have excellent financial and bookkeeping skills and may be AAT part- or fully-qualified (or working towards a similar qualification – however not essential).

LOCATION*: Manchester or Bristol based preferred. Hybrid office/home working with a minimum of 1-2 days per week working from a Creative UK workspace in either MediaCityUK or Bristol.

SALARY: up to £25,000 depending on experience

CONTRACT: Full-time, permanent

TO APPLY: Email your CV, cover letter and/or a 1–2-minute video link* to jobs@wearecreative.uk by **midday 5th December 2025**. Please also complete our anonymous diversity and inclusion [survey](#).

We reserve the right to close the campaign early once a suitable candidate has been appointed.

Interviews will be conducted via video conference and scheduled on an ongoing basis for shortlisted candidates. An immediate start is preferred.

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

REPORTS TO: Finance Manager

KEY AREAS OF RESPONSIBILITY

- Purchase Ledger
 - Setting up new suppliers and customers on accounting system
 - Managing purchase order system
 - Matching all invoices and orders, coding and entering on accounting system
 - Dealing with supplier enquiries and disputes regarding invoices and payments
 - Month-end routines and reports, including preparation of journals
 - Purchase ledger management and reconciling suppliers' statements
 - Processing staff expense claims and credit card transactions
 - Preparation of BACS and CHAPS payments
- Sales Ledger
 - Issuing all sales invoices in consultation with the Finance Manager
 - Inputting customer receipts
 - Assisting with debtor management and credit control
 - Supporting month-end routines and reports
- Nominal Ledger
 - Assisting in production of ad-hoc financial reports
 - Supporting the maintenance and reconciliation of the Fixed Asset Register

- Working with the team to prepare information for the annual external audit
- **Cash Book and Bank Reconciliations**
 - Reconciling bank accounts weekly
 - Reconciling credit card receipts against bank statements monthly
 - Updating the cashflow report weekly
- **Other Duties**
 - Assisting the development of financial systems to improve efficiency and effectiveness
 - Supporting maintenance of internal financial controls
 - Performing general finance admin duties such as filing, answering voicemails and handling routine correspondence
 - Maintaining records and payments of grants and investments
 - Preparing and uploading direct debit collections
 - Assisting with preparation of external funder claims and collating evidence
 - Supporting staff training, new starter inductions and resolving finance system queries

Ensuring Creative UK meets its statutory communications requirements in relation to GDPR and Freedom of Information

This job description is not intended to be prescriptive or exhaustive; it outlines the main areas of responsibility at the time of writing.

PERSON SPECIFICATION

Technical

Essential

- Strong numeracy, literacy and IT skills, including solid Excel capability
- Ability to follow financial processes accurately with excellent attention to detail
- Willingness and ability to learn quickly, apply new skills and work to deadlines

Desirable

- AAT part-qualification or interest in working towards a finance-related qualification
- Experience using accounting software or exposure to basic financial tasks (through study, internships or part-time roles)
- Degree or equivalent in a relevant discipline

Personal

Essential

- Motivated, proactive and eager to develop
- Confident communicator, both verbally and in writing
- Strong organisational skills with the ability to prioritise workload
- Collaborative, positive approach and ability to work well within a team

Desirable

- Ability to build effective internal and external working relationships
- Curiosity and ambition to grow with the organisation over time

OUR CULTURE

All our employees are expected to demonstrate behaviours 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

THE PACKAGE

- 35 hour working week FTE
- Flexible/ hybrid, condensed working options
- Pension enrolment 5% employer contribution from 3 months service
- Cycle 2 Work scheme, in partnership with Halfords
- Tailored benefits from 1 year's service
- Benefits hub, discounts across a broad range of partners
- Employee Assistance Programme with BUPA
- Mental Health Day, a paid day off work per annum to focus on activities which help you to alleviate stress
- Summer Fridays, finish at 3pm every Friday throughout July & August
- Your birthday off as paid leave, extra days off over the annual festive period
- Paid volunteer day per year to give something back to the community

We value difference and celebrate the creativity it brings. We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities, talents, and physical and cognitive differences.