



JOB DESCRIPTION.

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| JOB TITLE | Finance Officer (Banking) |
| REPORTS TO | Head of Finance |
| DEPARTMENT | Finance |

BACKGROUND

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare accessible for all.

The role of the Finance Department, via the Head of Finance, is to provide a quality financial reporting service that:

- meets the evolving commercial needs of the business;
- allows the organisation to comply with relevant reporting requirements of the regulatory bodies and fiscal authorities;
- brings effective financial control and proactive business support to the organisation and to individual departmental budget holders; and
- provides project management support to the Head of Finance in the development of a high performance financial reporting and business information systems.

PURPOSE OF JOB

The Finance Officer supports finance activities across the department but has primary responsibility for taking action on all banking, posting of banking entries and bank reconciliations. The role also involves supporting other departments with cash handling.

PRINCIPAL RESPONSIBILITIES

- Post bank entries, and prepare bank reconciliations on a monthly basis.
- Reconcile and maintain petty cash, credit cards and petty cash cards.
- Maintain good controls over cash, the safe and banking to prevent fraud.
- Liaise with other departments to ensure internal cash floats are managed effectively.
- Chase debtors and collect the outstanding monies where required.
- Support the team where necessary, e.g. reviewing data, or posting expenses and invoices.
- Reconcile control accounts as required.
- Post invoices and manage the accounts payable as required.
- Ad hoc admin tasks to prepare the year-end audit file.
- Maintain all stakeholder relationships.
- Support all finance activities as required by the Head of Finance.

PERSON SPECIFICATION

- Relevant experience in a similar role.
- The ability to work effectively and flexibly to strict process deadlines.
- Ability to use own initiative to anticipate and resolve problems.

- Practical knowledge of spreadsheets and computerised accounting systems.
- Ability to work as part of a team in the provision of professional financial management and accounting service.
- A strong customer service focus, with excellent interpersonal skill and the ability to build effective working relationships with employees and external stakeholders/suppliers.
- Good planning and organisational skills and excellent attention to detail.
- Good oral and written communication skills.
- Ability to discuss financial information and concepts clearly and concisely with staff who have limited financial knowledge or training.
- A basic understanding of financial controls and their importance.
- IT literate with excellent Microsoft Excel skills.
- Ability to work effectively in a team environment and be a supportive team member.

RECRUITMENT INFORMATION AND TERMS AND CONDITIONS

Full Time / Permanent. We are happy to discuss flexible working and job share options.

[A full set of terms and conditions will be supplied with a contract of employment]

Hours: 35 hours per week exclusive of lunch breaks. Flexibility of working hours may be required on occasion for which, if these hours are worked, time may be taken off in lieu upon representation of this to, and with the express agreement of, the Head of Finance. There are no extra payments for additional hours worked.

Salary: £25,000 - £28,000, dependent on experience

Holiday: The annual holiday leave is 25 days per calendar year plus Bank Holidays.

Benefits: Discount in the Globe shop and onsite restaurants/cafes; free entry to Shakespeare's Globe Exhibition and to selected Education events; access to our free employee assistance programme via phone line and website; season ticket loans available; eye test scheme; SGT will auto-enrol eligible staff into a pension scheme, with required employer contributions.

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.

As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.