



Shetland *arts*

Job Profile

Role	Finance Assistant – Income (P/T 25 hpw)
Department	Support
Competency Level	Officer
Rate	£23,429 - £28,445 (pro rata)
Reports to	Support – Leadership Team
Responsible for	N/A
Key Relationships	Finance Officer Admin Officers Operations Manager Leadership Team

Principle Aim

To work under the supervision of the Support Lead and closely with the Finance Officer to ensure the day-to-day recording and reconciliation of daily takings and management of cash floats for the organisation. To carry out a range of financial and clerical duties as part of the Finance team.



What you will do:

The following gives an indication of the duties that the post may involve. The exact nature of these duties will change over time and the post holder will be expected to work flexibly and carry out any work that is reasonably required.

1	Reconciliation of daily takings to daily takings sheets and/or daily reports generated from the EPOS system and Box Office system. Ensure that cash is safely secured at all times.
2	Recording daily takings on SADA's Accounting system
3	Banking of cash and other takings on a regular basis.
4	Maintain the float system for the organisation, ensuring appropriate levels of cash in the correct denominations are available as required.
5	Maintain the imprest petty cash system.
6	To assist with data entry and analysis on spreadsheet or by other means.
7	Support an organisational culture of learning and continuous improvement by leading by example through your own personal and professional development
8	To undertake such other responsibilities as shall be assigned from time to time by the Leadership Team or the Chief Executive.



Competencies	
Leadership & Management	<ul style="list-style-type: none">• You set clear expectations for your team and/or colleagues• You delegate tasks appropriately• You give constructive praise and feedback on performance and conduct
Communication	<ul style="list-style-type: none">• You ask questions of your team and/or colleagues to ensure understanding• You provide information accurately and in plenty of time to support delivery• You actively seek input from colleague and/or team to improve delivery
Customer Focus	<ul style="list-style-type: none">• You use customer and/or client feedback to inform and influence organisational improvement• You look ahead and anticipate the needs of your customers and/or clients• In the moment you can balance the need of your customers and/or clients with the needs of Shetland Arts
Planning & Organising	<ul style="list-style-type: none">• You look ahead over the short term and make appropriate plans for yourself and others to achieve goals• You adapt and modify plans as required by the situation• You consult broadly to ensure you have the best plan
Team Working	<ul style="list-style-type: none">• You understand the impact of your decisions on your team and/or colleague and communicate them effectively• You advocate for your team and/or colleagues to ensure they have what they need• You encourage your team and/or colleagues to work collaboratively
Organisational Awareness	<ul style="list-style-type: none">• You understand how your role contributes to the wider organisation• You look for and action cost savings in your area of work• You make decisions based on relevant information and facts



Person Specification

	Essential	Desirable
Personal features and qualities	<p>Capacity to work under pressure in a calm friendly manner</p> <p>Ability to apply standards consistently</p> <p>Flexible, adaptable and responsive</p> <p>Self motivated and able to work on own initiative</p> <p>Willingness to work flexible or unsociable hours as and when required</p> <p>Passion for high levels of Customer care</p>	
Relevant experience	<p>Knowledge of the operation of computer systems, such as word, databases and excel</p> <p>Knowledge of computerised accounting systems</p> <p>Relevant experience of cash handling</p>	<p>Knowledge of Electronic Point of Sale systems</p>
Education	<p>Educated to O'Grade, Standard Grades, or GCSE level or equivalent in English and arithmetic)</p>	
Skills, abilities and knowledge	<p>Skilled in general office and financial procedures</p> <p>Good communication skills</p> <p>Good attention to detail</p>	



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Other	Current driving licence and use of own car or personal transport	
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