

The Spring

Job Description:
FINANCE OFFICER

Revised: January 2025

Hours:	22 hours per week
Salary:	£25,000 per annum, pro rata
Reporting to:	Finance Manager
Responsible for:	Volunteers

PURPOSE

To support the finance function of both The Spring and its trading subsidiary company Havant Arts Active, working as a bookkeeper and managing day-to-day accounts and financial procedures.

RESPONSIBILITIES

Financial Management

- Work in accordance with The Spring's procedures to undertake all regular financial management tasks including:
 - the logging of all income and expenditure on Sage Line 50 and system backup
 - the management of all aspects of the purchase ledger including the verification and input of purchase invoices, authorisation process and arranging payments
 - the management of all aspects of the sales ledger including the raising of invoices, dealing with queries, processing payments and managing debtors
- Maintain and review the computerised accounting and financial coding systems, providing nominal codes when required and managing the system to meet the reporting needs of the organisation, funders and auditors.
- To support the programming team by preparing show settlements.
- Take responsibility for the twice weekly banking of cash and cheques.
- Manage the monthly bank and credit card reconciliation.
- Liaise with PRS to ensure all forms are correctly returned and payments calculated regularly.

- Oversee the Havant Arts Active Point of Sale system ensuring accurate processes are followed across the organisation.

Payroll

- Process monthly payroll.
- Support all areas of financial human resources including the production of appropriate HMRC forms (e.g. P45s, SSP, SMP), processing of travel claims.

Other duties

- Work with the rest of the staff to ensure The Spring provides an excellent experience for all customers.
- Provide opening or cashing up cover as and if required.
- Perform other duties as may from time to time be reasonably required by the Directors.
- Abide by The Spring's policies and procedures.
- Attend regular staff meetings.

This job description may be subject to review in consultation with the post holder in light of the changing needs of The Spring Arts & Heritage Centre.

PERSON SPECIFICATION

ESSENTIAL ATTRIBUTES

- Experience of providing support to or working within accountancy or finance departments or as a bookkeeper.
- Competency with the use of excel for accountancy purposes in addition to experience of using Microsoft packages in an office environment.
- Competency with Sage Accounts and Payroll.
- Excellent communication skills and attention to detail (both verbal and written).
- A commitment to The Spring's mission, core beliefs and a positive attitude and a 'can do' flexible approach.
- An ability to multi-task, work under pressure and be organised.

DESIRABLE ATTRIBUTES

- A recognised professional financial qualification.
- Experience and understanding of arts budgets and operations.
- Experience of working within an arts or heritage environment.