

JOB DESCRIPTION

Role:	HEART Finance Administrator
Line manager:	HEART Centre Manager
Purpose of job:	Responsible for accurate administration of finance procedures.
Salary:	£18,525 pro rata per annum
Hours:	7.5 per week to be carried out over one or two days, including Wednesdays
Contract:	Permanent, subject to successful completion of probation period
Place of work:	HEART Centre, Bennett Road, Headingley, Leeds, LS6 3HN

About HEART

HEART is Headingley's community, enterprise and arts centre. Home to Assembly Bar + Kitchen, Pulse co-working space and rooms for hire, HEART is a space for professional gatherings, private functions, and community activities. We also host a rich programme of arts and events and offer volunteering opportunities.

HEART opened in 2011 thanks to the hard work of Headingley Development Trust and local residents who strived to keep this wonderful building in community use. This year we celebrated our 10th birthday with a series of events and activities looking back on the past decade and showcasing all the centre has to offer. HEART's vision is to create a vibrant and welcoming space for a wide range of people to meet, mix, work and play.

Main duties of the role

- Monthly bank reconciliation
- Processing payroll; inputting hours into Moneysoft Payroll Manager, making payments to staff, pension provider and HMRC, issuing payslips
- Generating invoices for room hire bookings, catering orders, Pulse members and tenants
- Monitor payments received against client invoices and ensure client debt is chased and recovered promptly, liaising with the team to ensure clients accounts are accurate and up to date
- Reconcile event ticket sales with payments for each event and account for in Xero
- Reconcile art sales with payments of commission and account for in Xero
- Make payments to suppliers, contractors, partners and service providers
- Weekly cash up, processing cash to be banked, maintaining petty cash and floats
- Ensure all financial data is input into Xero in an accurate and timely manner
- Ensure all financial paperwork is audit compliant, maintaining accurate files and records
- Assisting in maintaining an up to date cash-flow and producing an annual budget
- Generating reports on income and expenditure to be shared with staff and board of trustees

Additional duties for all staff

- Contribute to the development of appropriate systems, policies and procedures
- Attend and contribute to review meetings with the line manager, and other HEART meetings, as agreed.
- Be accountable for their own continuous personal development and ongoing training
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work
- Work within the terms of their contract of employment and adhere to HEART policies, instructions, values and behaviours
- Carry out any other relevant duties as requested by the management team

PERSONAL SPECIFICATION

Detailed below are the type of skills, experience and knowledge that are required of applicants applying for the post. The “Essential Requirements” (E) indicate the minimum requirements, and applicants lacking these attributes are less likely to be considered for the post. “Desirable Requirements” (D) are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates. However, success in this post is determined by the drive, interest and determination of the person to bring our centre.

Knowledge & Experience

Skilled in the use of financial management software	E
Experience of working with Xero	D
Experience of generating invoices and making payments	E
Experience of bank reconciliation	E
Experience of administering financial procedures at an organisation of a similar size	D
Experience of processing payroll	D
Experience of successfully recovering payment from debtors	D
Able to produce reports that are clear and comprehensible to those with less finance knowledge and experience	E
Experience in setting and managing budgets and cash flows	D
Proficient in the use of Microsoft Office	E
Experience in using a room hire booking system	D

Skills and Attributes

Excellent attention to detail and accuracy in data input	E
Ability to communicate with staff, volunteers, clients and centre users in a polite and friendly manner	E
Excellent time management and prioritisation skills, ability to work flexibly to juggle competing demands	E
Ability to maintain confidentiality and understand the importance of data protection	E
Enjoy working as part of a team in a dynamic work environment where no two days are the same	E
Self-motivated & proactive with the ability to use initiative and take responsibility	E
Awareness and understanding of the history, vision and purpose of HEART	D

If you wish to apply please complete the application form and return to deputy@heartcentre.org.uk / HEART, Bennet Road, LS6 3HN before midnight Sunday 28th November 2021. CVs not accepted.