



## Job Description

<b>Job Title:</b>	Assistant Accountant
<b>Department:</b>	Finance
<b>Reports to:</b>	Financial Controller
<b>Liases with:</b>	Finance Assistant, Accountant, Head of Management Accounting, Internal and external contacts at all levels.

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### BACKGROUND AND CONTEXT

English National Ballet (ENB) exists to take world-class ballet to as many people as possible - delighting them with the traditional and inspiring them with the new.

Our objectives can be distilled into four strategic priorities and focusing on these priorities will deliver our vision: to consistently deliver artistic excellence and creativity; to nurture and develop talent, on and off stage; to extend our reach and relevance; to ensure sustainable growth.

ENB's Finance Team make a significant contribution to delivering ENB's strategic priorities by focussing on strengthening our ability to meet our organisational challenges through:

- Managing a tight financial envelope and significant financial risk.
- Providing timely information and efficiencies so that we can maintain our artistic impact and make it pay so that we have a sound financial base.
- Growing our revenue streams.
- Increasing our commercial skills and striving to develop and professionalise our corporate services function.

### PURPOSE OF THE ROLE

We are looking to return our Finance team to a full complement to support increased activity as we prepare to reopen our building at London City Island to the public and return to performances on stage.

ENB's Finance team is a high performing, hard-working and close-knit team who work collaboratively with each other and the wider organisation. The team aims for high performance, efficiency, and seeks to deliver a high level of service to users of the Finance Team. The role would suit a candidate currently studying towards an accountancy qualification.

Key areas of responsibility for this role include monthly balance sheet reconciliations; income processing and attend to the sales and debtors ledger; income reporting; assist the team with the preparation of management information; day-to-day cashflow management; support the co-ordination of the year-end reporting processes; participate in work relating to the external audit, and the review and update the finance policies.

## **KEY RESPONSIBILITIES**

### **Operational Delivery**

- Balance Sheet reconciliations and journal posting:
  - Working within the team's regular timetable, prepare month-end balance sheet reconciliations on a timely basis, following up and ensuring reconciling items are promptly resolved, supported by the Accountant.
  - Manage, reconcile and post transactions relating to bank accounts and ensuring key personnel are notified of incoming receipts.
  - Assist with posting ad-hoc, quarterly and year-end accruals, deferrals, prepayments
  - Provide year-end audit support to the team.
  
- Day-to-day Cash Management:
  - Provide daily cash reports to the Finance Team highlighting potential transfer requirements.
  - Notify appropriate stakeholders of income receipts or payments.
  
- Income Reporting and Reconciliation:
  - Be responsible for the charity and subsidiary sales ledger, raising all sales invoices requested by budget holders or the Head of Management Accounting (for venue settlements), working within appropriate VAT rules and internal controls and processes.
  - Review debtor balances on a monthly basis and support the Financial Controller (or relevant budget holder) with any credit control requirements.
  - Be responsible for weekly and monthly reconciliations between the fundraising database for memberships and events, and the finance system, and supporting the Accountant in providing timely and relevant reports for the Development Department.
  - Timely posting of credit card and online sales and donations income, direct debit income
  - Responsibility and recording of trading income, ensuring appropriate finance documentation and timely and secure collection.
  - Timely invoicing and collection on staff and intercompany recharges.
  
- Monthly Management Accounts:
  - Support the creation of accurate and user-friendly management accounts through good quality input into the Finance system.
  - Support the preparation of monthly management accounts where required.

### **VAT and Tax**

- Be responsible for collating appropriate data and evidence to prepare the organisation's Foreign Entertainer Tax returns.
- Prepare and file quarterly Gift Aid returns on donation income, accurately and in compliance with HMRC rules.
- Support finance colleagues as required with VAT, tax, year-end, other tax returns,

### **Team Support**

- Support finance colleagues as required with completing government surveys and related compliance matters.
- Support the Finance Assistant and Accountant roles to ensure coordination of information and communication wherever relevant
- Provide cover for the Finance Assistant, including processing payments and purchase ledger invoices when required.

- Be part of the Finance Team's drive to improve processes, educate and support non-financial colleagues, increase efficiencies so that the team can create space and time to support the organisation's strategic priorities.
- Ensure financial policies and procedures are up to date and take responsibility for ensuring organisational guidance documents are well maintained.

### **General**

- Provide a high level of customer service to clients of the Finance team.
- Undertake any other relevant duties that fall under the general scope of this role.
- Participate in the provision of the safe working environment, adhering to the Company's health and safety policies at all times.

## **PERSON SPECIFICATION**

### **Experience and Knowledge**

- Studying towards ACCA or CIMA, or AAT qualified with experience of working within a structured finance team
- Demonstrable experience and understanding of a general ledger, double-entry, finance processes and procedures, financial and management reporting, purchase and receivables ledger processes.

### **Skills and Abilities**

- Excellent communication (written and verbal) and active listening skills with the ability to articulate financial information accurately and succinctly.
- Proficient accuracy and attention to detail, with high level of numeracy and comprehension of financial information.
- Ability to work well under pressure to meet agreed deadlines; able to prioritise own work load whilst dealing with conflicting deadlines, with an efficient, focussed and calm approach.
- Strong IT skills including Microsoft Office, particularly Excel, Word, and finance general ledger software applications.
- Working knowledge of online banking systems.

### **Desirable**

- Experience/demonstrable understanding in using CRM databases
- Working knowledge of SUN Systems V6.3 and Q&A
- Working knowledge of VAT for charities

### **Mind Set**

- Professional and ethical approach in all aspects of your work as an ambassador for the Company.
- Have a can-do attitude and flexible approach to work.
- Positive enthusiasm for ENB and the performing arts generally.
- Effective in balancing work and life demands.

***This job description is a guide to the nature of the work required of the prospective employee and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.***