

# The Art House

Job Description – Book Keeper (Part-time)

Job Title:	Book Keeper
Reporting to:	CEO and Admin Director
Working Hours:	Part Time (22.5 Hours Per Week)
Salary:	£21-£23K per annum (based on experience), pro-rata
Holiday:	11 days per annum plus Bank Holidays
Location:	The Art House, Drury Lane, Wakefield. WF1 2TE

## Key Objectives:

- To deliver on all Book Keeping needs of The Art House.
- To ensure compliance with internal financial policies and procedures, along with requirements of all external regulatory and funding bodies.
- Administration of all related book keeping files (including archival) correspondence and documentation.

## Principal Responsibilities

- Posting entries to all ledgers onto the Sage 50 accounting system.
- Support Admin Director in the management of all purchase and sales invoices.
- Undertake credit control and debt management.
- Reconcile all ledgers- purchase, sales & nominal.
- Handling of banking & petty cash.
- Assistance to the External Accounts Provider in the preparation of reports, payroll and Management Accounts.
- And any other duties appropriate to this role, as determined by the CEO

## Delivering on Our Values

The Art House is an Equal Opportunity employer and the ethos of respect and compassion for each other and the communities we work with runs through everything we do.

We pay Real Living Wage, provide a Cycle to Work Scheme and a Staff Wellbeing programme. We are also a fun and interesting place to work and we think you'd enjoy it here. We look forward to receiving your application.

It is a requirement of the organisation that all staff work in a flexible manner compatible with their jobs and required staffing of the building.

The job description for this position may be reviewed and amended to incorporate the future needs of the organisation.

## Person Specification

### Experience

- Experience of working as a book-keeper
- Experience of working with Sage 50
- Experience of using Excel Spreadsheets

### Qualifications & Training

- Appropriate Technical Qualifications (e.g. In Book Keeping and/or IT)
- A good standard of numeracy and literacy (e.g. GCSE Grade 'C' or equivalent)

### Skills & Attributes

- Organised approach to work
- Attention to detail.
- Self-motivated, with ability to work on own initiative without close supervision.
- Willingness and ability to consistently follow policies and procedures.
- Willingness to learn and undertake training in areas appropriate to the post.

### Personal Qualities

- Calm, cooperative & conscientious
- Friendly and supportive personality
- A proven commitment to equal opportunities and diversity
- Flexible & adaptable approach
- A sense of humour
- Likes (or at least will tolerate) dogs 😊