

# EAST ST ARTS

## Finance Administrator: Job Description

Reporting to: Financial Controller

Hours: 22.5

Salary: £18,000 pro rata (Actual salary: £10,800)

Location: Patrick Studios, St Mary's Lane, Leeds, LS9 7EH

### Background

East Street Arts is an organisation which focuses on contemporary artists. Its aims are to offer space, opportunities, services and resources to artists and those working with artists, supporting the development of a strong visual arts infrastructure locally and nationally.

East Street Arts is a company limited by guarantee (Company No 35986120) and is a registered charity (no 1077401).

### Job summary

Responsible for supporting the Financial Controller in maintaining accurate financial records, ensuring transactions are recorded and providing monthly management accounts. To ensure financial data is accurately and efficiently processed and support the staff team in financial decision-making.

### Key Duties

- Managing all expenditure, payment runs, credit cards and accounts payable.
- Issuing of all sales invoices and credit control monitoring.
- Ensuring all income and expense is correctly coded, authorised and entered onto the accounting system.
- Administer the petty cash system
- Recording, monitoring and banking of cash and cheque income
- Submitting Gift Aid claims to HMRC.
- Assist the Financial Controller with the monthly management accounts and budget monitoring.
- Assist with year-end preparation of the annual audit.
- Maintain the fixed asset register and files required for tax and audit purposes.
- Monitor and maintain stocking levels and purchasing across the organisation.
- Prepare and provide financial returns for funders.
- Act as the main contact for all utility bill queries at permanent and Temporary Spaces.
- Liaising with local authorities, property agents and landlords on issues with rate reliefs, payments and donations.
- Work closely with the Financial Controller and deputise when required.
- Tracking, resolution and documentation of outstanding issues arising from the above work.

### **Responsibilities of all staff members**

- To take an active part in communicating and co-operating with other staff and departments.
- To follow guidelines, procedures and policies provided by the company in relation to financial management and personnel records.
- To work in accordance with the Equal Opportunities policy of East Street Arts
- To be aware of, and comply with, rules and legislation pertaining to Health and Safety at work.

The company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the company.