

WATERSHED

Job Description

July 19

Job title: Accounts Assistant

Dear Applicant

Thank you for your interest in the above position. Please find enclosed a job description including person specification and terms and conditions of employment. Please consider these carefully and decide whether you wish to apply.

Watershed's first value is ***Inclusive - We are people led. We listen to and engage with the broadest range of people.*** To achieve this in everything we do, we are striving to understand more about who applies to work with us. So we invite you to complete our anonymous equal opportunities monitoring form, which will not be shared with the short listing panel.

Watershed is working towards good practice in equal opportunities and asks all applicants to complete the application form and equal opportunities monitoring form. Please DO NOT include your CV as it will not be considered. Please put all relevant information on your application form.

Watershed will work with shortlisted candidates to ensure their access needs are met during the interview process and will ensure access requirements do not factor in decision making.

Watershed encourages applications from people of all backgrounds but particularly welcomes applications from candidates from BAME backgrounds as they are under-represented within our staff team.

The closing date for all applicants is: **Monday 19 August 19**

Interviews will take place on: **Wednesday 28 August 19**

We will contact short-listed candidates before: **Wednesday 21 August 19**

Please note that if you have not heard from us by the agreed date, you have been unsuccessful and we are unable to offer you an interview.

Thank you for your interest in Watershed.

Yours faithfully

James Flintoff
Finance Manager

WATERSHED

Job Description

"Watershed is a place like no other - I feel free to be my whole self at work. Every day I feel professionally supported, challenged and free to contribute to the culture of the organisation"

Zahra Ash-Harper, Pervasive Media Studio Producer.

Position: Accounts Assistant

Grade: 4

Responsible to: Finance Manager

Responsible for: N/A

Purpose of Job

The Accounts Assistant works as part of the finance team fulfilling a cashiering and purchase ledger function. This is a crucial role in the smooth operation and function of the finance department, it requires accuracy and attention to detail to ensure Watershed's accounts are precise and up to date.

Principal Responsibilities

- Daily counting of cash taken in the Café bar and Box Office, including float recording and maintenance. Timely preparation, checking and posting of journals for daily returns.
- Maintenance of the computerised purchase ledger (Sage). Ensuring supplier records are accurate and up to date. Entry of purchase invoices.
- Weekly and monthly payments to suppliers via bank transfer (BACS) and occasional international payments.
- Effectively dealing with supplier queries and answering the finance departmental phone in the absence of any team members.
- Dealing with staff requests for the use of the finance department company credit card and petty cash.
- Monthly reconciliation of company credit card statements, petty cash and bank accounts.
- Assisting members of the finance team in the production of year-end accounts, monthly management accounts, income reports and other reports as required.
- Assist with maintenance of the sales ledger including raising invoices and credit control.
- Undertake financial administration duties as required.

Key Performance Indicators

- Cash is accurately processed daily and the Café Bar/Box Office floats match to Sage.
- Daily takings data is checked and posted to Sage in a timely fashion with any discrepancies investigated and resolved.
- Supplier invoices and other transactions are posted accurately to Sage and within given deadlines, and invoices are filed by the end of each week.
- Petty cash is reconciled on the first working day of each month.
- Information is processed accurately and efficiently to enable the production of monthly management accounts and other reports in a timely manner.
- Watershed staff and external customers are met with a friendly, efficient and helpful attitude.
- Suppliers are paid in a timely manner and the computerised records are reviewed and effectively maintained.

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Person Specification

Skills & Experience

- Previous experience of working in a similar role
- An understanding of the principals behind double entry book keeping
- Experience of using a computerised accounts package (Watershed uses Sage Line 50)
- Excellent excel skills
- Excellent communication skills, in person and over the phone
- A proactive approach
- Excellent organisational skills
- Computer literate – experience of using databases, word processing and spreadsheet software

Watershed Values

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed's Vision and Values is therefore important.

Watershed is:

Inclusive	We are people led. We listen to and engage with the broadest range of people.
Open and Honest	We provide a culture and environment that is trusting, trusted and trustworthy.
Make Things Happen	We approach opportunity and challenge creatively, collaboratively and with a can do attitude.
Entrepreneurial	We are inventive, try new ideas, experiment, learn and share.
Celebratory	We celebrate culture, creativity and wonder.

Additional information:

- The post-holder is expected to wear clothing appropriate to their post.
- The post-holder will be required to undertake such other comparable duties as may be required by the Head of Department'.
- Watershed is open seven days a week, including Bank Holidays (Christmas Day and Boxing Day are the only exceptions). Watershed is a public building, which operates a diverse range of cultural and commercial activities. The post holder will need to be comfortable working in this environment.



Watershed is a Social Enterprise Mark holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.