**Accounts Assistant – Fixed Term Contract for 1 Year**

**Background**

Horsecross Arts is the creative organisation and charity that runs Perth Concert Hall and Perth Theatre. Perth Theatre reopened following major refurbishment in December 2017, and the concert hall is a major Scottish performance venue with 1,200 seat capacity.

We’re here to create a buzz; to inspire, entertain, surprise and delight. When you join Horsecross Arts, you’re not just turning up for work; you’re buying into an organisation that wants to be the best. Perth Concert Hall and Perth Theatre are both great buildings, but it’s the people that make them special.

**Purpose**

To assist in the proper and efficient maintenance of all accounting procedures for Horsecross Arts and its wholly-owned trading subsidiary, Horsecross Trading Limited, as detailed below.

**Organisational relationships**

You will be part of the Finance Team, led by the new Head of Finance. You will work closely with all Horsecross departments to provide a high-quality financial administration and accounts service.

**Base**

Your principal base is at Perth Concert Hall.

**Duties and Responsibilities**

To assist and support but not limited to:

* Checking and approving daily input banking entries from Box Office and FOH departments
* Raising, recording and control of all manual cheque and entering transactions into the financial system
* General administration duties and filing
* Assist Finance Team as and when required
* Journal Entry and reporting
* Dealing with customers queries both internally and externally efficiently and promptly
* Purchase Ledger control
* Sales Ledger processing and credit control
* Petty Cash control
* Bank reconciliation

 **Responsibilities of all staff**

* Be aware of the work of other departments in the achievement of Horsecross Arts’ aims
* Take an active part in communicating and co-operating with other staff and departments
* Follow all Horsecross Arts’ guidelines, procedures and policies
* Work in accordance with the Equality & Diversity policy of Horsecross Arts
* Be aware of and comply with rules and legislation pertaining to Health & Safety At Work
* Play an active part in achieving high standards of customer and client care

**Person Specification**

**Essential skills & experience**

* Knowledge of computer system for financial processing
* To have the ability to work as a team, and discuss openly any problems which may occur
* HNC in accountancy or above or qualified by experience
* Experience of Microsoft Office Packages especially Excel
* High level of numeracy and accuracy and attention to detail
* Good knowledge and ability to use spreadsheets for accounting control, journal input for financial analysis purposes
* Well organised and to be able to deliver a workload efficiently within agreed deadlines
* The ability to work co-operatively as part of a team
* Good communication skills

**Desirable skills & experience**

* At least 3 years experience working within an account/finance office environment
* Knowledge of Xero accounts software
* Experience with VAT returns
* An interest in working with the arts

**Salary**

* Salary £17,775.23 per annum
* You will be paid monthly by BACS on the last working day of the month
* No paid overtime or infringements are payable

**Hours of Work**

37.5 hour week within normal core hours Monday to Friday 9.00am – 5.30pm

**Holidays**

Holiday entitlement is 4 weeks plus 10 days Public Holidays (Part-time pro rata).

Your holiday entitlement rises to 4 weeks and 2 days after 3 years of service and rises again to 5 weeks after 5 years of service.

**Pension**

The Government has introduced a new law which requires employers to enroll their workers into a workplace pension scheme automatically if they:

Are not already in one;

* Earn over £10,000 a year/£833 per month/£192 per week
* Are aged 22 or over and
* Are under State Pension age

If you meet these requirements during your contract with Horsecross Arts, you will be auto enrolled into our qualifying scheme – The National Employment Savings Trust (NEST) Pension Scheme.

You can choose to opt out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire:

* Horsecross Arts and you pay into it every payday
* The government may also contribute through tax relief
* Your pension belongs to you, even if you leave us in the future

If you do not meet the criteria to be auto enrolled, you have the option to join the NEST pension scheme if you wish.

**Staff benefits**

* Complimentary and discounted tickets for selected Horsecross Arts’ concerts and events
* Reduced rate on Live Active gym and leisure memberships
* Discount on select meals from Glassrooms Café and Perth Theatre Café
* Be part of an award-winning team!