

Finance Assistant 3

Role Description

Salary grade:	B
Reference number:	FA3
Team:	Governance and Corporate Services (Finance)
Reporting to:	Finance Officer
Line managing:	No line management responsibility
Location:	This role can be based at any one of the Arts Council of Wales offices in Cardiff, Colwyn Bay or Carmarthen.
Travel:	Limited

The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We're ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish, where as many people as possible enjoy and take part in the arts.

Our values

As a public body we're expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

About this role

Controlling the management of our financial resources is critical to the effective operation of the Arts Council. Working with colleagues, the Finance Assistant processes and records financial transactions. They manage the day to day operation of all appropriate manual and computerised accounting systems; ensuring data is entered in an accurate and timely manner.

The Finance Assistant would be expected to provide cover for other Finance Assistants, where appropriate, and undertake any other duties which may be delegated by the Finance Manager and/or the Head of Finance and Accounting Services, as required.

Principal responsibilities

Grants administration – organizes weekly grant payments of all grants for Lottery Distribution, General Activities and other projects. This includes arranging for relevant corrections with appropriate colleagues.

Administers the grant commitment posting and provides a monthly reconciliation of all grants for Lottery, General Activities and other projects.

Collectorplan – administers and process the financial transactions for Collectorplan including:

- management of the twice-monthly direct debit collections, promptly in line with scheduled collection dates
- compiling Collectorplan statistics, by reconciling the raw data and collating data to produce the required statistics.

Sales ledger – administers, raises and processes sales invoices, including grant reclaims, the *Night Out* scheme and international transactions, ensuring the accurate recording of financial information.

Credit control – monitors the settlement of sales invoices, grant reclaims and loans, ensuring timely action in respect of unpaid items. This includes the provision of monthly reports and dealing with debtors orally and in writing, resolving issues as necessary.

Banking and cash management – administers, maintains and processes transactions and reconciles bank accounts on a regular basis, including production of formal monthly bank reconciliations of all bank accounts. Responsible for processing ad-hoc payments via the Arts Council's online banking system, including foreign transactions.

Monthly/Annual Adjustment Journals – responsible for the posting of corrections received from budget holders relating to transaction listings as instructed by Finance Managers and processing write offs as necessary.

Year End and Audit – provide support and assistance to the Finance Managers and other Finance Assistants at year end for the production of the Statutory Financial reports to the required deadlines.

Plays an active role working in liaison with auditors both internal and external.

Project delivery – supports the delivery of strategic projects by providing budgetary and financial input and processing as required.

Quality assurance – ensures that payments and transactions are completed within the defined standards and/or target timescales.

Relationship management – ensures high standards of customer service in dealing with colleagues, Collectorplan customers, galleries, internal and external auditors, customers and the public.

Corporate compliance – adheres to those policies that protect the Arts Council and its staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council policies.)

Additional duties – any reasonable duties consistent with the above.

Knowledge, experience and attributes

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, and the flair to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador for the company and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward looking organisation. We look to our staff to work collaboratively with each other to ensure that we're efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they'll have developed good organisational skills. So we're particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they'll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge of finance software • Knowledge of finance reporting software 	<ul style="list-style-type: none"> • Working knowledge of the Arts in Wales would be desirable
Skills	<ul style="list-style-type: none"> • Highly developed IT and administrative skills 	
Experience	<ul style="list-style-type: none"> • Relevant experience or AAT qualification • Relevant experience in a small, busy finance department 	<ul style="list-style-type: none"> • Experience of working within a similar role within the charitable or public sector
Attributes	<ul style="list-style-type: none"> • Ability to work on own initiative and work effectively under pressure • Methodical, well organised with close attention to detail • Capable of keeping up with new policies and initiatives and suggesting improvements • Ability to communicate facts and knowledge relating to detailed requests and issues • Ability to prioritise and plan own work • A flexible and adaptable attitude to the developing needs of the team • Commitment to high standards of customer care • Takes responsibility for own work and makes decisions within the parameters of the post 	<ul style="list-style-type: none"> • An interest in the arts, especially in Wales

Welsh language		<ul style="list-style-type: none">• Fluency in Welsh (both written and spoken)
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