

Finance Assistant (Part Time)

Job description

Background

For over a century the Whitechapel Gallery has premiered world-class artists from modern masters such as Pablo Picasso, Jackson Pollock, Mark Rothko and Frida Kahlo to contemporaries such as Sophie Calle, Lucien Freud, Gilbert & George and Mark Wallinger.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, inspiring art courses, dining room and bookshop, the newly expanded Gallery is open all year round, so there is always something free to see.

The Gallery is a touchstone for contemporary art internationally, plays a central role in London's cultural landscape and is pivotal to the continued growth of the world's most vibrant contemporary art quarter.

Role

The Finance Assistant has responsibility for accounting duties as a vital part of the Whitechapel Gallery's finance function, and provides support to the Finance Officer and Head of Finance in the operational financial management of the organisation. Although experience in a Finance department or administrative role would be beneficial, the role is most suited to a proactive, positive and friendly individual with strong communications skills, ideally with a passion for the Arts.

Accountability

The Finance Assistant is line managed by the Head of Finance (HoF).

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Duties and Responsibilities

Accounting and Ledger Management

- To assist the Finance Officer (FO) in managing the sales, purchase and bank ledgers for Whitechapel Gallery
- Responsibility for ensuring the correct recording of expenditure to comply with the requirements of the HMRC *Museums and Galleries Exhibitions Tax Relief*
- Delivery of timely and accurate transaction processing, income and expenditure posting, ledger reconciliation and customer, supplier and bank liaison
- For sales ledger, to raise and post sales invoices as required, including close liaison with internal departments to ensure correct coding; distribution / delivery of sales invoices as required; credit control in conjunction with relevant stakeholders; filing and general sales ledger administration according to departmental procedure
- For purchase ledger, to post invoices as received and maintain systems, including close liaison with internal departments to ensure correct coding; management of weekly payment runs, liaison with suppliers, preparation of BACS reports and correct posting of bank transfer; filing and general purchase ledger administration according to departmental procedure
- For bank, accurate posting of relevant transactions; handling and regular banking of cash receipts; regular reconciliation of all accounts for approval by HoF; correct posting of foreign currency transactions and exchange differences; filing and general bank account administration according to departmental procedure
- Management of other forms of income and expenditure activity, including petty cash and other expenses
- Other accounting duties as required by HoF

Reporting

- Supply regular debtor, creditor, bank, reconciliation and other reports to FO and HoF as agreed
- Supply other ad hoc reports as required by FO or HoF.

Compliance

- Keeping up-to-date with sector developments

Systems Development

- Keep up-to-date with best practice and technical / systems developments in the finance field
- Support HoF to maintain and update all systems and process documentation

Administration

- Ensure all administrative requirements of accounting duties are met, including filing, rotation and disposal of financial documents according to agreed procedures
- Support HoF to manage departmental archiving and file management
- Support HoF to ensure departmental compliance with audit recommendations

General

- Provide support to organisational initiatives / projects
- Maintain positive stakeholder relationships with customers, suppliers, banking staff and others as appropriate
- Represent Whitechapel Gallery at public events, meetings and networking on behalf of the organisation
- Any other duties as deemed necessary by HoF

About you

Ideally you will have some experience of working in a similar role. You will have a proactive and positive approach to work and be willing to work flexibly for the Gallery when required (compensated by TOIL). Other essential qualities include:

- Excellent administrative and organisational skills with strong attention to detail
- Proven ability to work under pressure and methodically on a variety of tasks
- Excellent verbal and written communication skills
- Strong IT skills
- Ability to contribute positively to team environment
- Working flexibly based on departmental needs
- Understanding of and empathy with Equal Opportunities practice

Qualities that are desirable for this job role include:

- Excellent bookkeeping and accounting skills
- Previous track record of using Sage Line 50 or similar accounting software.
- Knowledge of and interest in contemporary visual arts

Equality, Diversity & Inclusion

The Whitechapel Gallery is undertaking a major policy review to address systemic discrimination; and considering what part we can play in reforming the arts sector overall. We are auditing our programmes, our staff and our audiences to assess successes and failures and bring about reform and innovation. Our Action Plan is guided by staff, but also draws on the experience of external organisations dedicated to combating racial injustice and social inequality. We want our workforce to represent all sections of the community and expect all our workers to have a strong commitment to work with the Gallery in creating an equal, diverse and inclusive workplace. Our ambition is to reflect society and to create a diverse, inclusive and welcoming environment for all to experience art.

Conditions of Work

- Fixed term contract for 18 months with possible extension to permanent
- Part time (2 days a week)
- Hours of work and location: Core hours are 9.30am – 5.45pm, Monday to Friday in a flexible, blended working framework that includes working from the office (Whitechapel Gallery) and home working. One day a week will be worked from the office. The remaining day may be worked on a set day or split between two days. There may be some occasional weekend and evening work, which will be compensated by time off in lieu.
- Salary: up to £8,800 pro rata (£22,000 actual) depending on experience
- The period of notice is 2 months in writing on either side
- Probation period: 6 months

In addition, the benefits you are eligible to receive are, subject to availability:

- 25 days annual holiday (pro rata for part-time staff)
- Option of 4% of your gross salary provided as employers' pension contribution
- Discount from the Gallery bookshop

- Discount from the Townsend Restaurant
- Discounts on editions (one per edition) and publications
- Training opportunities
- Annual research/travel grant of £200 (pro rata equivalent for part time staff)
- Option to participate in the Computer Share Vouchers - Childcare Voucher scheme.
- Cycle to Work Scheme
- Eye Test
- Access to Gallery's Employee Assistance Programme