



Job: FINANCE MANAGER (Maternity Cover)

Department: Finance

Responsible to: Business & Finance Director

Hours of work: 37 per week (Monday – Friday)
with flexibility to work extra hours when needed

Salary: To be discussed (dependent upon experience)

Closing date: 12:00 (midday) 21 June 2019
Interviews: To be held w/c 01 July 2019
To start: Monday 05 August 2019

For an informal discussion about the role, contact:
Sonia Pritchard (Business & Finance Director) 01286 685 203

Main purpose of the Role:

This position reports to the Business and Finance Director and will be an excellent opportunity for the job holder to face an exciting challenge with a diverse establishment.

You will be part of a team who works towards the aim of ensuring that all of the Company's projects run smoothly and effectively.

Main Duties:

- Assisting in the management of the purchase ledger function and ensuring all invoices are inputted into relevant period and correct department
- Maintaining the purchase order system
- Assisting with the production of monthly trading accounts and management reports for the Management Team
- Calculations of Accruals, Prepayments, Accrued Income and Deferred Income
- Credit control
- Assisting in the management of the sales ledger function including chasing of bad debts

- Departmental Reconciliations
- Ensuring information is correct and up to date and correct exemptions applied when doing VAT returns
- Monthly bank reconciliations completed in a timely and accurate manner
- Ensuring petty cash and banking is kept up to date and correct
- Assisting in year-end accounts and reporting
- Calculation of journals
- Analysis as well as updating main ledger
- Maintaining a Fixed Asset register and depreciation calculations
- Maintaining a Grant Register and amortisation calculations
- Filing and general office duties

Qualifications and Experience:

- AAT Qualification or working towards
- Strong bookkeeping skills with previous accounts and/or book-keeping experience essential
- Understanding of month end accounts
- Numeracy, attention to detail and accuracy
- Driven, self-motivated and technically strong
- Excellent communication and interpersonal skills
- Strong IT skills (SAGE, Microsoft Office, Excel)
- Ability to work as part of a small team
- Excellent Customer Service skills
- Welsh speaking essential

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