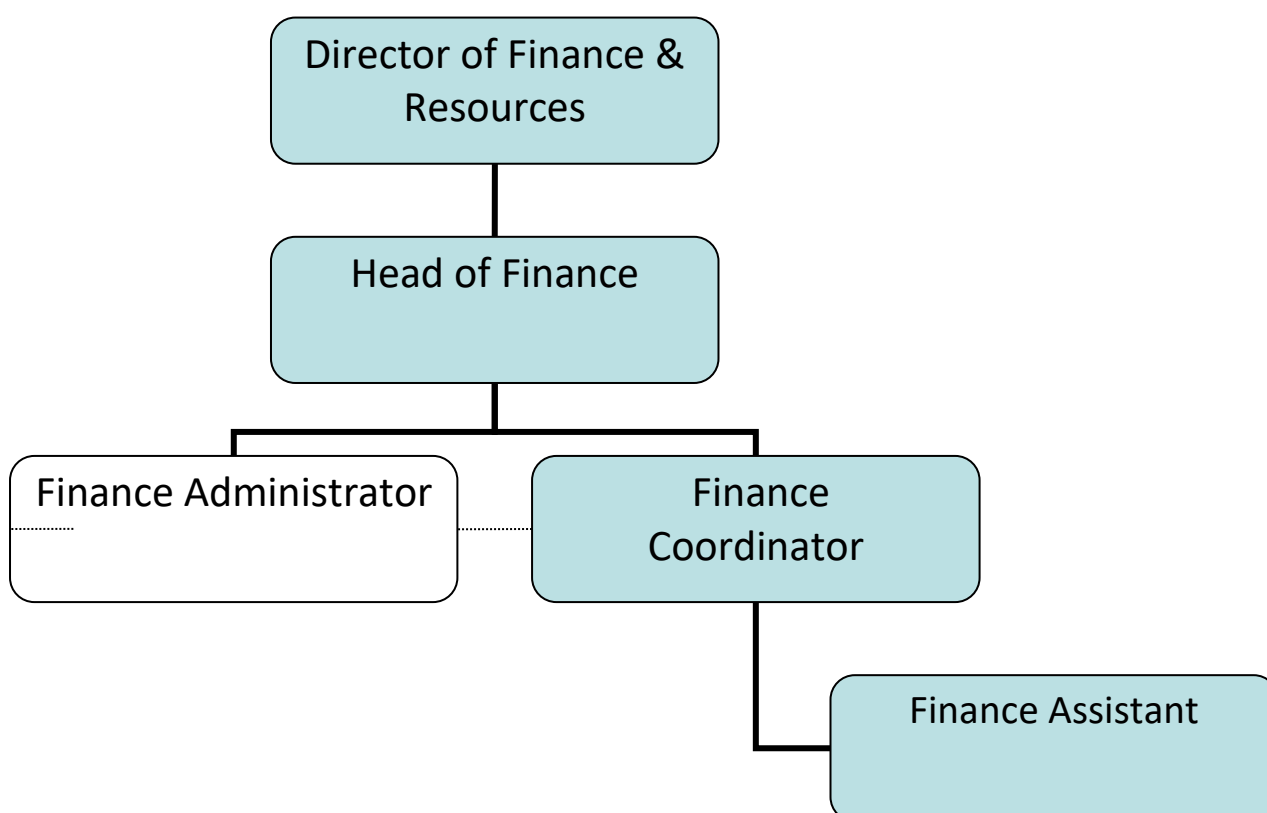


Job Description**Finance Administrator**

	Job Title	Finance Administrator
	Department	Finance & HR
	Grade	L4
	Reports to	Head of Finance
	Staffing Responsibility	No
	Organisation	<i>Attached</i>

JOB PURPOSE:

Provide financial, administrative and procurement support for the Culture Trust and Trading company.

ORGANISATION CHART:

PRINCIPAL RESPONSIBILITIES:		%
1	Maintenance of Purchase Ledger - Payment of Creditors, including maintaining supplier records in the Purchase Ledger system, input of new supplier details, checking invoice accuracy, verifying coding, purchase orders, budget and authorisation. Assisting with processing of payment runs ensuring suppliers are paid within payment terms.	20
	Managing the Purchase Ordering System for the Trust, including carrying out purchasing from central supplier accounts e.g. Amazon, Herts, B & Q etc. in liaison with departments. Ensuring best value is obtained on utility contracts, maintaining utilities spreadsheets and downloading and checking invoices on a monthly basis, including ensuring meter readings are taken at sites. Maintaining the contract log for all Trust contracts for services Trust wide and ensuring procurement policies are followed and promoting value for money best practice.	20
2	Assisting with the Sales Ledger function of the Trust, including reconciling various income streams for both the Trust and Trading companies, checking and issuing sales invoices where necessary.	10
3	Monthly checking and processing of all timesheets and additional enhancements for payroll, ensuring correct authorisation, completing payroll spreadsheets and importing payroll in the absence of Finance Coordinator.	10
4	Collect, maintain and update a range of Trust wide financial and administrative data (e.g. uniform, year-end schedules, telephone list, National Statistics, surveys) producing reports as required using Microsoft Excel.	10
5	Preparation and supporting Head of Finance with year-end accruals, prepayments, accrued and deferred income. Compilation of audit schedules and support during audit process. Maintenance of Fixed Asset Register and Inventory as requested.	10
6	Maintain all stationery supplies to defined stock levels, reordering items as necessary, checking deliveries and keeping all associated records.	5
7	Undertake administrative work as required including photocopying, scanning, filing, and answering the telephone.	5
8	Supporting Finance Coordinator, Head of Finance and Finance Director as required with compliance, bookkeeping and ad hoc tasks as required.	10
<i>Please note these percentages are approximate and should be used for guidance purposes only. They may vary depending on staffing levels and place of work. This job description is not a definitive list of tasks – it is designed to give an overall view of the job and not to indicate what the sole requirements are for the post. Post holders will be required to perform other related duties as assigned.</i>		

DIMENSIONS:

Supervisory Management: None

Financial Resources & Responsibilities:

Maintain awareness of stationery budget and expenditure.

Physical Resources:

Purchase of equipment, fittings, stock and supplies.

Work Ethos:

Respect colleagues and work together to achieve high standards of customer excellence in all our work. Produce reports against targets for budgets and performance KPIs to Leadership Team. Work flexibly and positively to achieve the business objectives of the Trust.

Other:

- Able to work across Trust sites when necessary to support other teams in order to meet the business requirements of the organisation.

Trust Objective:

Our vision is to be an award-winning cultural Trust providing exemplary public engagement with arts and culture.

About the Trust:

Established in 2008, the Culture Trust, Luton is a vibrant and progressive independent charity and our mission is 'to connect communities through culture'. We do this through our accredited museums, theatres, galleries, creative workspaces and Arts Centre in Luton. We attract over 200,000 visits per annum to our sites: The Hat Factory Arts Centre, Hat House and Hat Works creative workspaces, Wardown House Museum & Gallery and Stockwood Discovery Centre Gardens & Museum. We present a multi-cultural and year-round programme of events, exhibitions, workshops and performances. We co-produce activity with our community, partners, Museum Makers volunteers and team of cultural experts. We support creative talent and skills by providing opportunities, platforms and cultural career progression for over 15000 young people. We care for a collection of over 90,000 museum objects and 1.5 million photographs and maps. We hold the most extensive and complete hat and headwear collection in the UK and the best collection of Ian Hamilton-Finlay sculptures in England. We own and care for listed heritage sites, buildings and gardens and we are committed to the adaptive re-use of heritage for cultural purposes and community use. As a charity, we are able to use our valuable core funding from Luton Rising and Arts Council England to lever additional funding into cultural activity in Luton, heritage care and conservation and in celebrating our diverse communities through culture.

Trust Responsibilities:

Post holder will ensure they deliver against the agreed Trust Responsibilities as set out in the **Team Responsibilities Grid** at all times.

Trust Standards:

Post holder will operate at a **Professional Standard** as outlined in the **Trust Standards Grid** at all times.

Working Environment:

Working across the Trust sites when necessary, but primarily based at the Hat Factory.

Equalities:

The postholder will ensure that policies, procedures and activities for service delivery are revised and/or implemented in a way that supports equality for all. These activities should also reflect The Culture Trust's commitment to work in active partnership with the community to regenerate Luton and to improve the quality of life for all who live, work or visit the town.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable criteria</u>				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Experience of working with purchase and sales ledgers	1,2	Some experience in the cultural sector	1,2
	Experience of accounting packages and data entry and reconciliation.	1,2	Experience of a Sage accounting package	1,2
	Good knowledge of Microsoft Excel.	1,2,3	Experience of using pivot tables within Microsoft Excel	1,2
	Experience of purchasing systems, obtaining quotes and ordering goods	1, 2	Experience of financial practices and administration	1,2
Skills/Abilities	Deal politely and effectively with a wide range of people in person and on the telephone	1, 2		
	Excellent numeracy skills	1, 2		
	Able to work on own initiative and plan own workload within defined procedures and in conjunction with others as part of a team	1, 2		
Equality Issues	Able to identify and demonstrate an understanding of the effects of discrimination taking place in service delivery or within the workplace and on the people you are working with.	1,2		
Education and Training	ICT skills, with the ability to manage emails, use the internet and experience of Microsoft packages	1,2	Studying or desire to study for AAT or other recognised accountancy qualification	1,2,4

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable criteria</u>				
Attributes	Essential	How Measured	Desirable	How Measured
Other Requirements	Able to work across The Culture Trust's sites when necessary to work with other teams in order to meet the business requirements of the organisation	1, 2		
	Willingness to develop an awareness and understanding of the Trust's charitable status and activities and the ability to explain these to customers to advocate and seek support for the organisation	1, 2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

NB: This job description reflects the requirements of The Culture Trust May 2025. The role and duties of the post are subject to change in line with the future development of The Culture Trust. The Culture Trust reserves the rights to make such changes as are necessary and any changes required will be discussed with the post holder as appropriate.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that The Culture Trust's policies are reflected in all aspects of their work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulations (2018)