

Sotheby's INSTITUTE OF ART

Finance Assistant – Accounts Payable

Full time / Permanent

Salary range: £27,000 - £29,000

Overview of role

To represent Sotheby's Institute of Art – London and CFLI London Ltd as the key 'Accounts Payable' point of contact for external suppliers and the key point of contact for internal staff regarding settlement of expense claims. To provide accurate and timely transactional processing support to the accounts function. Undertake monthly reconciliations across a range of accounts to help underpin the robustness of month-end reporting.

Key areas of responsibility

Accounts Payable:

- Ensure all expenses and invoices are properly authorised for payment.
- Posting of all purchase invoices onto Microsoft Dynamics
- Checking and posting of all staff expense claims, ensuring all receipts are present and raise appropriate adjustment in lieu of any travel advances received through Concur.
- Ensure payment of invoices are in line with supplier credit terms
- Raise and process payments via BACS and on a weekly basis for checking by the Finance Manager before submission to Director of Finance for authorisation
- Raise any foreign currency and priority payments as required
- Prepare and submit company credit card holders with their statements monthly, including reconciliation and posting of transactions onto Microsoft Dynamics
- Provide aged payables report to Finance Manager at month end for review
- Act as first point of contact on matters relating to external supplier queries and staff related expenses queries.
- Maintain supplier account details and direct debit mandates
- Process remittances
- Maintain filing of invoices and payment records

General Ledger / Month End:

- Account for payments on a prepaid basis where required and reconcile monthly
- Generate Concur prepaid report for prepayments schedule
- Account for purchase accruals and reconcile monthly
- Complete Travel Advance reconciliation

General Duties:

- Attend and assist as required at yearly registration days and issuing student ID cards
- General accounting duties as directed by the Finance Manager depending on workload.
- Liaise proactively with colleagues in other departments to ensure that they are aware of relevant finance related information.
- Provide cover for the Finance Assistant (Accounts Receivable) as and when required
- Assist with Year-End Audit and Statutory Accounts preparation
- Assist with implementation of Internal and External Audit Recommendations

In performing the above duties, the Accounts Assistant is expected to:

- Work expeditiously and with professionalism to ensure the business is organised efficiently
- Maintain absolute confidentiality regarding sensitive personnel, financial and commercial information
- Participate in staff meetings and training as required
- Maintain an awareness and observation of Fire and Health & Safety Regulations

The above list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

Person Specification

Listed below are the essential (E) and desirable (D) requirements needed to fulfil the role. Applicants will be shortlisted solely on the extent to which they meet these requirements.

Education

- Educated to A level or equivalent qualification (E)
- GCSE in English Language and Mathematics at grade B or above (or equivalent) (E)
- Working towards a recognised UK accounting qualification (ACCA / CIMA / AAT) (D)

Knowledge/Work Experience:

- Good understanding of the principles of purchase ledger processing (E)
- Excellent IT skills, including good working knowledge of Word and Excel (E)
- Experience within a similar financial role (E)
- Experience of working with MS Teams (D)
- Ability to demonstrate excellent organisation skills, prioritise workload and meet deadlines (E)

- Self-motivated and able to work from own initiative (E)
- High level of accuracy with attention to detail (E)
- Working knowledge of Microsoft Dynamics (D)
- Ability to operate as part of a team (E)
- Excellent written and verbal communication skills (E)
- Minimum of 1 year's relevant experience (D)

Please note the following:

1. Please submit your CV and a covering letter demonstrating how you meet the person specification for this position to: **vacancies@sothebysinstitute.com** Please state where you have seen this role advertised.
2. Please include details of 2 referees, one of which should be your current / most recent employer. Referees will not be contacted without seeking prior agreement with applicant.
3. Salary dependent on skills, qualifications and experience, £27,000 – £29,000 per annum.
4. Benefits include 25 days annual leave plus additional discretionary leave during the Christmas period, life insurance and 24/7 access to an Employee Assistance Programme. The Institute operates a hybrid working policy, with employees normally able to work up to 3 days from home per week.
5. Closing date 20 July 2022. Please note applications will be shortlisted as they are submitted and the post may close early.