

Sotheby's INSTITUTE OF ART

ROLE DESCRIPTION

Finance Assistant – Accounts Payable (Fixed-Term)

Contract:	Full-time, Monday – Friday, 35 hours per week Fixed-term contract for 6 months
Location:	Sotheby's Institute of Art - London (30 Bedford Square, WC1B 3EE)
Reports to:	Assistant Finance Manager
Salary:	£31,000

BrandEd

BrandEd partners with prestigious companies to deliver relevant, experiential learning programs taught by industry experts from the world's best brands. The BrandEd portfolio currently includes Sotheby's Institute of Art, The School of The New York Times, Manchester City Sports Business School, and Vogue College of Fashion. Our academic programs range from pre-college to master's degrees with campuses in New York, London, Madrid and Online, and partnerships in Seoul and Beijing.

Job Purpose

To represent Sotheby's Institute of Art London, Manchester City Sports Business School and Vogue College of Fashion 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. 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 Duties & Responsibilities

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 Assistant Finance Manager before submission to Finance Manager 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:

- General accounting duties as directed by the Assistant Finance Manager or 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 Finance 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 statements are intended to describe the general nature and level of work being performed by an individual undertaking this position. They are not intended to be an exhaustive list of all duties and skills, and the post holder will be required to undertake such tasks and responsibilities as may be reasonably be expected within the scope of the post.

Person Specification

Essential Criteria

- Educated to A level or equivalent qualification
- GCSE in English Language and Mathematics at grade B or above (or equivalent)
- Good understanding of the principles of purchase ledger processing
- Excellent IT skills, including good working knowledge of Word and Excel
- Experience within a similar financial role
- Ability to demonstrate excellent organisation skills, prioritise workload and meet deadlines
- Self-motivated and able to work from own initiative
- High level of accuracy with attention to detail
- Excellent written and verbal communication skills
- Ability to operate as part of a team

Desirable Criteria

- Working towards a recognised UK accounting qualification (ACCA / CIMA / AAT)

- Experience of working with MS Teams
- Working knowledge of Microsoft Dynamics
- Minimum of 1 year's relevant experience

Application Process

Please submit your CV and a covering letter demonstrating your interest in this position and how you meet the person specification to: ukvacancies@branded-edu.com. The closing date for applications is Friday 28 February 2025.

Benefits of working for Sotheby's Institute of Art include:

- 25 days annual leave plus up to 4 days additional discretionary leave during the Christmas period
- Option to purchase an additional 5 days annual leave on a salary sacrifice basis
- 24/7 access to an Employee Assistance Programme
- Volunteering days
- Life insurance
- Discount for gym membership