

WYSING ARTS CENTRE - Book-Keeper

The Book-Keeper carries out all book-keeping duties for Wysing Arts Charity (Wysing Arts Centre) and is line managed by the Deputy Director.

Hours

8-10 hours per week Monday to Friday (flexible working arrangements available).

Salary Range

£15-£18 per hour dependent on experience.

Key Responsibilities

- Carry out all book-keeping duties for the company.
- Administer the payroll in conjunction with a contracted payroll agency.

Detailed Responsibilities

- Input all financial transactions onto the company's accounts package (VT Transaction).
- Raise invoices to artists and other customers and pursue debts as necessary.
- Process all supplier payments and all customer receipts including online transactions.
- Manage petty cash, credit card and other bank payments and receipts.
- Process bank reconciliations on a weekly basis.
- Maintain accurate and up-to-date paper records of all transactions and carry out regular backups of all computerised records.
- Prepare regular cost reports for budget-holders.
- Manage the monthly payroll, including instructions to the contracted payroll agency, processing wages payments, HMRC bill and the company pension scheme.
- Input of quarter end journal entries such as accruals and prepayments.
- Assisting in the preparation of quarterly management accounts
- Assisting in the preparation of statutory accounts and associated audit work papers
- Carry out other tasks reasonably requested, in accordance with the post holder's skills and qualifications.
- Work in accordance with Wysing Arts Centre's Health & Safety and Equal Opportunities Policies at all times.

Essential requirements

- At least three years' bookkeeping experience
- Proficiency in using computerised accounting software
- A sound understanding of accounting principles and practice
- Highly numerate including Maths qualification (at least to GCSE level)
- Excellent organisational and administrative skills
- Able to work using own initiative with the ability to prioritise
- Proficiency in Microsoft Excel
- Experience of preparing management accounts

Desirable

- Experience of charity accounting
- Experience of using VT software
- Experience of preparing statutory accounts

About Wysing Arts Centre

Wysing Arts Centre is a registered charity that provides a range of programmes for artistic research, experimentation, discovery and production, out of which emerges an ongoing programme of exhibitions, public events, activity for young people, families and schools. Our large rural site near Cambridge includes a

gallery, educational facilities, artists' studios, project spaces, a 17th century farmhouse and a growing collection of outdoor sculpture.

How to Apply

The deadline for applications is Monday 18 September.

Applications should be made online via Submittable, [here](#).

Once you have set up a Submittable account you can return to your application any time up until the deadline.

Please allow enough time to approach us with any questions or queries in using the Submittable website.

Please include:

1. Details of your previous employment and relevant work experience. List each employer and give a short description of your role and include dates of employment and reasons for leaving.
2. Information on how your skills, abilities, and experience match the key points in the job description and person specification.
3. Your contact details.
4. Contact details for two referees.
5. A current CV.