

# IRONBRIDGE

Valley of Invention

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Site Income Finance Assistant
<b>REPORTS TO:</b>	Head of Finance
<b>HOURS:</b>	36.5hrs pw (flexible working hours considered)
<b>SALARY:</b>	c£22,500 pa depending on experience
<b>PURPOSE:</b>	To process all site income from our museum sites. This includes museum admission income from front of house and online, income from our gift shops as well as income from our catering outlets and Blists Hill Exhibits.

### Duties include:

- Collation of daily site income information
- Preparation of daily cashbook journals and posting onto the financial system
- Reconciliation of site income to source documentation and investigation of anomalies
- Reconciliation of income to Loomis cash and WorldPay credit card receipts
- Maintenance of internal control schedules and investigation of discrepancies
- Assistance with invoicing and reconciliation of income for groups and education visits
- Identification of and implementation of changes to make processes more efficient
- Ad-hoc accounting duties and dealing with general queries.

### BUDGETS HELD:

- None

### STAFF REPORTING DIRECTLY:

- None

# PERSON SPECIFICATION

## Essential

- Experience of working in an accounting environment
- Good analytical skills
- Organised with the ability to prioritise and meet deadlines
- IT literate with good knowledge of Excel
- Strong communicator with ability to work well with colleagues to effectively resolve problems
- Team player.

## Desirable:

- Accounting system experience
- Visitor booking system experience.

Postholder: ..... Printed: ..... Dated: .....

Director: ..... Printed: ..... Dated: .....

**This Job Description is subject to periodic review.**