



Glastonbury Abbey

Finance and Support Assistant Role Description

Salary:	£16,898 - £17,051 pro rata
Contract:	Permanent
Hours:	25 hours over 5 days
Reports To:	Deputy Manager/Head of Finance and Support

Principle Working Relationships: Finance & Support team, Visitor Services team, Business Development and Communications team, Engagement team

Purpose of the Post: This post supports the Head of Finance and the Finance and Support Officer with a wide range of tasks to ensure an efficient and accurate accounting function.

This job description sets out the principle accountabilities of the post. It does not include every task necessary to fulfil the purpose of the post.

Key Accountabilities and tasks:

- To input all daily records from our visitor services department, reconciling with sales records.
- Maintain purchase ledger obtaining authorisation from the appropriate person.
- Maintain sales ledger ensuring invoices are raised/posted/filed accurately and in a timely manner.
- Produce payment run data in line with our payment procedures.
- To accurately record daily visitor data on spreadsheets and reconcile with finance data.
- Compile visitor data statistics as required.
- Bank reconciliations.
- Assisting with budgets and project budgets as required.
- Responsibility for maintaining office petty cash and reconciling all cash floats.
- Assist with preparing the year-end audit file to ensure that all information is ready and available in time for the audit.
- Cash counting from ticket office and shop, café as requested.
- Empty donation boxes and record cash appropriately, as requested. This includes maintaining a list of donors for appeals and fundraising activities.
- To provide administration support for the department and undertake a range of filing, photocopying, typing and other duties as and when required.
- Maintain staff holiday and sick records
- Produce and maintain staff training records
- Provide admin support for job vacancies
- Any other tasks agreed with the Head of Finance

Generic Responsibilities:

- Adhere to the principles of Glastonbury Abbey's values at all times



- Maintain employee and organisational confidentiality in line with the General Data Protection Regulations
- Comply with all legislative requirements as well as all company policies, procedures and processes

Observe equal opportunities, with respect to both visitors and members of staff. Treat everyone with respect and tolerance, regardless of faith, nationality, gender and sexual orientation and disability.

Observe all Health and Safety at Work procedures as set out by Glastonbury Abbey. Be responsible for your own personal health and safety and that of others, including visitors.

Observe all other policies and procedures as set out by Glastonbury Abbey.

Person Specification for Finance and Support Assistant

Requirement	Essential	Desirable
Education & qualifications	Minimum 5 GCSE's or equivalent A-C including Maths and English Excellent level of Microsoft Office	AAT Qualified
Experience (Desirable)	Previous experience in a similar role	Strong analytical and organisational skills and the ability to consistently meet deadlines
Skills & abilities	Excellent IT skills Working knowledge of computerised Accounts software Ability to gain and understanding of Online Quickbooks accounting package Ability to gain and understanding of financial and administrative processes Ability to accurately follow procedures Organised, methodical with an accurate approach to work Ability to cope with sudden changes of task and to prioritise personal workloads Ability to work on own initiative and problem solve Microsoft office, including excellent Excel skills Internet banking Ability to work under pressure and to tight deadlines	Knowledge and experience Quickbooks accounting package
Other:	Flexible approach to working within a team and independently Excellent customer service skills are required for our internal and external customers	