



Job Description

Job Title:	Finance Assistant
Organisation:	Cheltenham Festivals
Salary:	£17,000 - £20,000 per annum
Location:	109 – 111 Bath Road, Cheltenham , GL53 7LS
Responsible to:	Director of Finance
Working arrangements:	Some evening and weekend work required. No overtime paid but time in lieu
Holiday:	25 days per annum. The holiday year is April to March

Part A: Background Information and Job purpose

- The first Cheltenham Music Festival was held in 1945 with Literature following a few years later. Cheltenham Arts Festivals was formed in 1948 as a charity. In 1996 the first Cheltenham Jazz Festival was organised and Science joined the portfolio of festivals in 2002.
- In recognition of the Science Festival, the company recently changed its name to Cheltenham Festivals
- The company is committed to increasing its financial independence and developing an entrepreneurial culture.
- The Festivals sell over 150,000 tickets a year and currently raise over £1 million per annum in sponsorship and donations. Future sponsorship and fundraising targets will exceed £1.5 million per annum.
- The organisation is run by a Board of Directors and each Festival is supported by an advisory Group, the chair of which is a member of the Board of Directors.
- The post of Finance Assistant is one of 2 posts currently reporting to the Director of Finance.
- The post holder will work closely with the various Festival departments in terms of delivering the Festivals' Business Plan as detailed in Part B.

The Role

To assist and support the Director of Finance in all aspects of Cheltenham Festival's record keeping and maintenance of the accounting system.

Part B: Detailed job description

To take responsibility for all aspects of the Pegasus sales ledger i.e.

- Raising sales invoices
- Debt collection in a timely manner
- Sales ledger reconciliation
- Monitoring and helping the fundraising teams with collection of sponsorship / donations

To take responsibility for all aspects of the Pegasus purchase ledger system i.e.

- Processing of purchase invoices for Cheltenham festivals in a timely manner
- Reconciliation of supplier statements
- Preparing payment runs (BACS and cheques) to be authorised by the Director of Finance
- Purchase ledger reconciliation

To prepare the quarterly VAT returns for review by the Director of Finance ensuring VAT coding is correct on all purchase and sales activity

To be an administrator for the Pegasus system i.e.

- Setting user rights
- New account set ups
- Help the Director of Finance in training the rest of the organisation

To assist in the control over the cash book i.e.

- Business Charge Card reconciliation
- Bank transactions input
- Bank reconciliations

To assist in the monthly payroll processing on Pegasus and creating the payments for review by the Director of Finance.

To help the Festival teams with their petty cash control during Festivals

To assist in the preparation of year end accounts

Part C: Own personal management and development

- to be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
- to ensure that the Festivals' equal opportunities policies are followed and actively practice social inclusion within own area of service.
- to read and respond to corporate communications and information which is disseminated.
- to participate in Cheltenham Festivals' agreed performance appraisal system.

2. Physical resources

- ensure all resources (including IT hardware and software) are used safely, legally and efficiently.
- to comply with standing orders, financial regulations and all other Festival policies and systems for ensuring financial probity.

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post-holder) subject to the needs of the Charity, and in keeping with the general profile of this post.