



JOB DESCRIPTION

ROLE:	Finance Assistant
DEPARTMENT:	Business Support
REPORTS TO:	Finance Manager
DURATION:	Permanent Post
SALARY	£20,500

Background:

Belfast Waterfront and Ulster Hall Ltd is a new arm's length company responsible for the operation and commercial growth of the Waterfront and Ulster Hall on behalf of Belfast City Council.

BWUH operates a Venue Event Management System as its primary financial accounting package.

Summary of responsibilities & personal duties:

- Manage the purchase ledger, to include matching purchase orders to invoices, processing all supplier invoices and credit notes, paying suppliers in line with credit terms.
- Complete supplier statements reconciliations
- Handle supplier queries in relation to purchase invoices.
- Manage petty cash and change float and complete monthly reconciliations and reimbursements.
- Count and reconcile Box Office takings in both the Ulster Hall and Waterfront.
- Complete month end procedures and cut off routines.
- Assist Sales Ledger Assistant in creating and issuing invoices to clients in line with system scheduling.
- Assist Sales Ledger Assistant in weekly preparation of event settlements.
- Direct staff in financial procedures and processing of accounts.
- Support the Finance Manager in the analysis of information and ad hoc financial reporting.
- As part of the Finance team ensure good housekeeping standards, safety and security standards.
- Any other duties as required.

Person Specification:

Essential Criteria: Qualifications and experience

Applicants **must**:

- have a minimum of five GCSEs (Grades A-C) including English and Maths or equivalent qualifications;
- have a minimum of two years' relevant experience (in the last 5 years) of operating both a purchase and sales ledger using a computerised financial system; and
- have a minimum of two years' relevant experience of assisting with month end routines and reconciling complex accounting transactions.
- Computer literate, with excellent experience of Microsoft Office, particularly in Excel Spreadsheets.
- Ability to use own initiative and also work well in a team.
- Excellent organisational skills with the ability to manage workload and deadlines.
- Excellent communication skills.
- The ability to work accurately under pressure to achieve deadlines.
- Strong analytical skills.

Short-listing criteria

In addition, the short-listing panel reserves the right to shortlist only those candidates who:

- have at least two years' relevant experience in all six areas (under point 2 above); and
- be a fully qualified accounting technician through the Association of Accounting Technicians (AAT), or the Institute of Accounting Technicians in Ireland (IATI) or have a qualification recognised to be of similar standard to AAT/IATI.

Special Skills & Attributes:

Applicants must be able to demonstrate the following competencies which may be tested at interview:

Communication Skills: the ability to communicate effectively, orally and in writing, to colleagues and customers and to provide operational information and financial advice to staff and managers.

Technical Knowledge: an understanding of commercial finance, the requirements of financial legislation and regulation, financial control and accounting systems and the ability to advise on financial matters to operational managers.

Organisational Skills: the ability to effectively plan and prioritise workload and manage time effectively to minimise peaks and troughs of work.

Customer Care Skills: an understanding of the principles of customer care and the ability to deal appropriately with a range of customers.

Analysis and Decision Making Skills: the ability to extract, analyse and report upon service information and to advise on operational financial issues.

Team Working Skills: the ability to work as an effective team member and to encourage co-operation and working together to achievement objectives.

Information Technology Skills: the ability to operate specialist software packages and an understanding as to how computer systems and new technologies can increase business efficiency.



SELECTION PROCESS

To Apply

Applications should be emailed to hrinbox@waterfront.co.uk or posted to HR Team, Ulster Hall, 34 Bedford Street, Belfast BT2 7FF.

Closing date for applications is **Monday 6 November 2017 at 12pm.**

Please note that it is the applicants' responsibility to ensure that his or her CV and supporting documents are submitted by this closing date and time.

Short-listing, testing and interview dates

It is envisaged that the short-listing will take place on Tuesday 7 November 2017. Interviews will be held on Monday 13 November 2017.

Belfast Waterfront & Ulster Hall will make all reasonable efforts to accommodate applicants who are unavailable on the specified interview date but it is under no obligation to do so.