



## JOB PROFILE and PERSON SPECIFICATION

**Job Title:** Accounts Assistant

**Reports to:** Finance Manager

**Hours:** Full time (37.5hrs). Office based role with flexibility to work from home

**Contract Type:** Permanent

**Salary:** £19,000 to £22,000, depending on experience

### JOB DESCRIPTION

#### About Watts Gallery - Artists' Village:

Watts Gallery - Artists' Village is located in Compton, near Guildford, in the Surrey Hills. Founded in 1904, Watts Gallery Trust promotes the enjoyment and understanding of the art of George Frederic Watts and Mary Watts who established a home and studios here in the 1890s. Watts Gallery - Artists' Village encompasses a unique group of Arts & Crafts buildings: Watts Gallery, Watts Studios, Watts Chapel and the Pottery Buildings which house a thriving Shop and Tea Shop.

#### Job Summary:

The Accounts Assistant is responsible for assisting with a variety of day-to-day financial operations such as sales and purchase ledgers and basic bookkeeping.

#### Main Duties:

- Bookkeeping duties including processing purchase invoices and updating purchase ledger; processing sales invoices and updating sales ledger; performing bank, credit card and online sales reconciliations; processing journals; administering direct debits and the petty cash system.
- Assisting with daily, month end, quarter end and year end routines.

- Dealing with finance queries received from across the organisation
- Processing cash, cheques, CAF vouchers, and credit card payments and banking.
- Assisting with the preparation and submission of Gift Aid claims.
- Emptying collection boxes around the Artists' Village.
- Responsible for financial record keeping, both physical and online
- Other ad hoc duties as required.

**PERSON SPECIFICATION FOR ACCOUNTS ASSISTANT, WATTS GALLERY**

<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• At least one to two years' experience of working in finance with experience of sales and purchase ledgers, finance office administration and cash book processes</li> <li>• Numerate, accurate and thorough</li> <li>• Excellent Microsoft Excel skills</li> <li>• Experience of charity accounts desirable although not essential</li> <li>• Understanding of VAT desirable</li> </ul>
<b>Knowledge &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of using Sage essential</li> <li>• Knowledge of Gift Aid desirable</li> <li>• Knowledge of Direct Debits desirable</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills in dealing with people at all levels</li> <li>• Adaptable and flexible</li> <li>• Good communicator</li> <li>• Excellent eye for detail</li> <li>• Good team working skills</li> <li>• Sense of humour</li> </ul>

**Date Produced:** August 2020

**To apply:**

Send a CV and supporting letter outlining your suitability for the role to Sue Miller, Head of Finance at [sue.miller@wattsgallery.org.uk](mailto:sue.miller@wattsgallery.org.uk). The deadline is Friday 11<sup>th</sup> September 2020. Interviews will take place on Thursday 17<sup>th</sup> September 2020

Watts Gallery Trust is fully committed to equality and diversity and welcomes applications from all sections of the community. We actively encourage BAME and disabled applicants and value the positive impact difference has on our teams.

Further information on Watts Gallery – Artists' Village can be found at [www.wattsgallery.org.uk](http://www.wattsgallery.org.uk).