

SOMERSET HOUSE

Job title	Accounts Assistant, Payables
Department	Finance
Reporting to	Business Services Manager
Contract	Permanent - full time (37.5 hours per week)
Salary	£25,000 - £28,000 per annum

BACKGROUND AND PURPOSE

Reporting to the Business Services Manager, this role will be responsible for the day-to-day delivery of a comprehensive accounts payable function, as well as key controls including control account reconciliations, demonstrating high standards of process performance, accuracy, innovation and customer service.

MAIN RESPONSIBILITIES AND ACTIVITIES

1. Accounts payable

- Day-to-day delivery of the accounts payable function, from invoice authorisation and processing, to preparing payments for approval (weekly BACS runs and online payments) in line with credit terms
- Sole responsibility for the financial administration of the purchase order system, reconciling open orders, matching to invoices and generating open order reports for departments
- Training new employees on the purchase order process
- First point of contact for all supplier and staff queries, championing new processes and procedures and promptly resolving all purchase order, invoice and payment queries arising
- Reconciling supplier statements
- Maintaining supplier records and electronic workflow
- Administration of electronic workflow in line with delegation of authorities
- Posting credit card expenditure

2. Accounts receivable

- Raising a selection of sales invoices (in line with schedules), in conjunction with the Senior Accounts Assistant.

3. Financial accounting and control

- Delivering purchase ledger month end close procedures, including balance sheet reconciliations, working to tight deadlines
- Posting journals under the supervision of the Business Services Manager

4. Petty cash and cash bankings

- Administration of petty cash and float requests, including posting and reconciliation
- Responsible for cash collections, delivery and banking

5. Other

- Continuous scrutiny of transactions to ensure they adhere to the Trusts Policies and Procedures
- Managing the Finance inbox and incoming/outgoing post on a daily basis
- Supporting the Business Services Manager in the development of the finance system in relation to purchase ledger process improvements
- Maintaining excellent levels of customer service to the organisation, championing a responsive and “right first time” approach
- Establishing and maintaining excellent working relationships with internal and external stakeholders
- Regular archiving of paperwork within the Finance Department
- Providing cover for the accounts receivable function when needed.
- Supporting the Business Services Manager with queries from the external auditors during their onsite work, fulfilling audit requests
- Carrying out any other reasonable duties, in line with role requirements.

PERSON SPECIFICATION

Essential

- Experience of working in a similar role
- Experience of accounting systems
- Highly motivated with the ability to work both using own initiative and as a team player
- Strong attention to detail and ability to use initiative to solve problems
- A “can do” approach and excellent interpersonal skills; professional, cooperative and supportive towards colleagues, with excellent oral communication skills
- Strong organisational skills; able to manage a busy workload and to prioritise tasks effectively
- Maintain excellent levels of customer service to the organisation, championing a responsive and “right first time” approach.
- A tenacious attitude, with the ability to push back to colleagues when Trust Policies and Procedures are not being adhered to.
- Having a “continuous improvement” mind set, questioning processes and investigating better ways of working within the role.
- Ability to influence and gain buy-in from departments when new finance processes are introduced.

Desirable

- Work experience in a relevant organisation
- Knowledge of Access Dimensions

Somerset House is open to all and we value the unique skills of everyone. Somerset House Trust is an equal opportunities employer and is committed to encouraging equality, diversity and inclusion in our workplace, so if you're a suitably qualified applicant we'll welcome your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or socio-economic background.



About Somerset House

Somerset House is London's working arts centre built on historic foundations around one of the most beautiful courtyards in Europe. Situated at the very heart of the capital, we are home to the UK's largest and most exciting creative community and are overflowing with new ideas, young businesses and fresh perspectives.

Dedicated to backing newness, championing openness, nurturing creativity and empowering ideas, our cultural programme is ambitious in scope. We insist on relevance, but aren't afraid of irreverence, and are as keen on entertainment as enrichment. We embrace the biggest issues of our times (recent exhibitions and installation have addressed climate change and the work of black creative pioneers), but are equally committed to the delicate task of oxygenating new work by emerging artists.

Add in music, movies, mushrooms, London's most beautiful ice-rink, 87 working artists, each with their own highly subsidized studio space, Makerversity, our Creative Careers Academy, a business community made up of over 200 independent enterprises, and our neighbours, The Courtauld Institute and Kings College, and you start to understand who we are and what we do.

We welcome 3 million annual visitors to share this unique combination of public events, creative enterprise, and artistic practice. It is this mix that informs and powers our programme and makes it singular, compelling and accessible.

Many of our events are free and we encourage visitors to sit and enjoy our courtyard and terraces, without having to buy so much as a cup of coffee, as havens at the centre of London, but set back and away from cars, pollution and the hustle and bustle of street life. We offer free WiFi, are home to five cafes and restaurants, and relish family visits, dogs and children.

Likewise, though we reside in an iconic neo classical building, justly famous as the 18th century architect William Chambers' seminal masterpiece, we are at our best when navigating the now and powering the new. Nowhere else will you find a major movie star introducing a world film premiere one moment, while experimental dance music fills a cellar the next. And where else can you spend an hour ice-skating while listening to a specially commissioned sound piece by a cutting-edge artist?

It is this creative tension—the way we harness our heritage, put the too-often overlooked on our central stage and use our neo-classical backdrop to showcase groundbreaking contemporary culture—that inspires our programme.

Old and new, history and disruption, art and entertainment, high-tech and homemade, combined with the fact that we are home to a constantly shape-shifting working creative community: this is our point of difference.

It is what we are proud of. And it is what makes the experience of visiting or working in Somerset House inspiring and energizing, urgent and exciting.