

JOB DESCRIPTION

Title **FINANCE ASSISTANT
(Part-time)**

Responsible to: **DIRECTOR**



This is a part-time post involving a 16-hour week. The hours can be flexible. For example: 9am – 1pm four days a week (but will include some evening and weekend work as Duty Manager), worked according to a rota prepared and agreed in advance by the Deputy Director (Administration and Marketing) or the Director.

Purpose of Position

Helping to maintain an efficient and effective accounting function for Jersey's vibrant and innovative Arts Centre.

Principal Duties

PURCHASE LEDGER

To receive and process all invoices, expense claims and other requests for payment.

Check that invoices are appropriately authorised in accordance with the Association's policies.

Code invoices and post onto Sage.

Prepare payments and file all paperwork and documentation in a timely manner.

Deal with queries from suppliers and staff regarding payments and issues.

Reconcile supplier statements.

BANK, NOMINAL AND SALES LEDGER

Check, analyse and post weekly income / banking reports received from box office, including sales ledger receipts.

Reconcile and post credit card purchases.

Supervise pension contributions.

Maintain an effective filing system.

GENERAL

To undertake any other tasks that may be required by the Deputy Director (Administration & Marketing) or the Director pertinent to the Finance function.

To act as a Duty Manager at Jersey Arts Centre during public performances in accordance with a pre-planned rota.

Qualifications / Skills / Competences Required

1. A recognised bookkeeping qualification.
2. Working knowledge of Sage, including extensive experience of managing the purchase ledger.
3. Good organisational skills with the ability to complete tasks methodically, accurately and efficiently.
4. The ability to work independently and as part of a small team.
5. Good working knowledge of Excel and Word.
6. Good interpersonal and communication skills.
7. Confidentiality.
8. Experience in the voluntary / charity sector.
9. An interest in, and knowledge of, the creative arts.

Application Procedure

Please apply by submitting:

- A Letter of Application highlighting your interests and skills applicable to the post
- A completed Application Form including the names and addresses of two referees
- A copy of your current Curriculum Vitae

Closing date for applications: **12noon on Wednesday 18 March 2026**

Interviews will take place on: **Friday 20 March 2026**

(Please ensure you will be available if called for interview.)

Please note: Applicants must be “Entitled” or “Entitled for Work” under the Control of Housing and Work (Jersey) Law 2012.

Applications should be despatched in good time and be sent by post to:

Daniel Austin, Director, Jersey Arts Centre, Phillips Street, St Helier, Jersey, JE2 4SW

or emailed to: director@artscentre.je

Salary / Employment Details

£15,475 per annum (based on a 16-hour week) which is not negotiable.

There are initially 20 days paid holiday (pro-rata), plus Bank Holidays, and the option to join Jersey Arts Centre’s contributory pension scheme. Jersey Arts Centre does not pay overtime but operates a time-off-in-lieu system.

The permanent appointment is subject to receiving two satisfactory references, successful completion of the 3-month probationary period, with an Enhanced DBS Check, Safeguarding and Emergency First Aid at Work training also being requirements as all Staff act as Duty Managers for performances. Safeguarding and Emergency First Aid training and DBS checks will be arranged by JAC.

February 2026