



Finance & Bursary Assistant Job Description

Job Purpose

Administering and monitoring the Academy and Old Rep Theatre's finance system ensuring that the finances are maintained in an accurate and timely manner.

Duties and Responsibilities

- Processing and emailing out purchase orders to suppliers
- Accepting and recording supplier deliveries in the delivery log book
- Checking supplier deliveries to purchase order records, highlighting any discrepancies to management
- Resolving purchase order queries for staff
- Processing supplier invoices, matching off invoices to purchase orders
- Administering the collection of Academy income
- Weekly cash and cheque banking
- Set up of Academy and Old Rep Theatre suppliers
- Send out monthly budget reports to budget holders
- Input journals to the accounting system
- Preparing show settlements for the Old Rep Theatre; updating contract details, ticket income and recharges and emailing settlements to show promoters
- Raising sales invoices and chasing up outstanding debts at month end
- Preparation of supplier statement reconciliations
- Administering the Academy's student bursary applications process
- Support all other aspects of the Academy and Old Rep Theatre's administration of Finances as required
- Keep up to date with current practice/regulations relating to the Academy's finance function

Generic

- To undergo any training/professional development required in order to perform the duties and responsibilities of this post efficiently and effectively.
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support equal opportunities for all and appreciate and support the role of other professionals.
- To undertake any other duties commensurate with the grade, deemed necessary at a particular time to ensure the smooth running of the Academy.
- To maintain standards of quality in all areas of work
- To adhere to the ethos of the Academy:
 - to promote the agreed vision and aims of the Academy.
 - to set an example of personal integrity and professionalism.

- to attend and participate in relevant meetings as required.