

Finance Assistant

Role: Summary

Job title:	Finance Assistant
Department:	Finance
Status:	Fixed Term to March 2023 subject to the Library's general employment policies
Salary band:	Range £24,760 - £28,887
Location:	St James's Square, London SW1
Accountable to:	Head of Finance
Key relationships:	Finance Director, Head of Finance, Finance Manager, Membership, Fundraising, Building & Facilities, Other Library staff, Suppliers, Members
Purpose:	Responsible for the day-to-day processing and recording of library transactions ensuring prompt banking of cheques and other donations, accurate input of purchase and sales ledger data to the accounting system and CRM, maintaining a logical audit trail for all transactions

Role: Key Duties

Banking and income processing

- Monitor the Library bank accounts daily and assist the Finance Manager with all bank account reconciliations. Record all receipts and payments on to the accounting system, ensuring correct coding and VAT analysis
- Prepare all cheques and cash receipts daily, and update the log of cheques received
- Record donations, legacies, membership and postage account receipts on to the Library's CRM (Progress 5), providing copies of supporting documents and information to the Membership or Fundraising departments as agreed
- Assist the Finance Manager to ensure timely banking of cheques and other donations

Purchase Ledger

- Maintain the purchase ledger account in the accounting system, adding new suppliers where necessary and updating any supplier details as necessary ensuring approval is obtained for all changes
- Monitor the Finance department post and email Inbox daily and enter invoices promptly on to the accounting system ensuring that the correct nominal ledger account codes are used

- Prepare invoice batches for BACS payment and pass to signatories for authorisation
- Print and issue remittance advices
- Review an aged creditors list to ensure that all invoices are settled on time
- File invoices and approvals electronically in a logical manner
- Ensure that any foreign payments are set-up correctly

Sales Ledger

- Prepare and issue sales invoices as requested by originators
- Code and post invoices to the accounting system
- Allocate receipts against outstanding invoices and chase overdue amounts, liaising with originators as necessary

Other duties

- Process expense claims by staff and set-up BACS payments ready for approval and record all expenses against the correct account code
- Download and distribute credit card statements to the card holders and ensure that the correct costs codes and approvals are obtained from the managers
- Update the Fixed Asset Register with any additions or disposals for the month
- Liaise with the Membership and Fundraising teams to ensure correct recording of merchandise sales both cash and on-line
- Assist the Membership team with the maintenance of the merchandise stock records ensuring periodic reconciliations to the accounting ledger
- Maintain a thorough audit trail for all Library financial transactions and provide the Library auditors with clear explanations to their enquiries
- Attend appropriate training courses to improve and extend skills base as recommended by the Library from time to time
- To undertake any other duties as may reasonably be required by the Directors of the Library.

The job description set out above does not form part of the contract of employment and may be subject to amendment at the discretion of the Finance Director of the Library.

Revised July 2013; March 2015; August 2017, November 2021

Person Specification

Qualifications

Desirable

Essential

- Working towards a finance qualification



Experience and Knowledge

- Demonstrable practical experience of book-keeping
- Fluency in use and understanding of Sage 200 accounts (preferable) or other equivalent accounting software
- Familiarity with working in a customer-service environment
- Experience with Progress or other CRM software



Skills and Abilities

- Numeracy, attention to detail and meticulous concern for accuracy
- Demonstrable ability to work effectively as part of a team, with a collaborative approach to achieving organisational goals
- Able to work independently and to deadlines
- Able to plan, prioritise and carry out routine work cheerfully
- Good interpersonal and communication skills, including ability to convey information clearly and courteously, in person, by phone and in writing
- Excellent IT skills (MS Office especially Excel, email, internet)
- Proven ability to learn other IT packages quickly and operate them independently



Personal Impact

- Discretion and proven ability to maintain strict confidentiality
- Pleasant, approachable, helpful and responsive even under pressure
- Flexibility, adaptability and good humour



Key Information

Hours of Work, Pay and Benefits

Hours of work

35 Hours per week, Monday to Friday. 9.30 – 5.30 with 1 hour for lunch. Candidates wishing to work part time will also be considered.

Salary

£24,760 - £28,887

Annual leave

25 days plus 11 days when the Library is closed for public holidays.

Pension

The Library operates a Group Personal Pension Scheme. Details may be seen at the Library. Eligibility to join and entitlement to benefits is subject to the rules of the scheme.

Meal allowance

In addition to salary, the Library gives a taxable “meal allowance” of £2.08 per day to all members of staff working a full seven-hour day.

Cash Health scheme

All employees will be enrolled into our cash health scheme which allows members to reclaim the cost of medical expenses such as dental fees and prescription charges as well as access to a 24 hour employee assistance service.

Season tickets and bicycle loans

(subject to a qualifying period)

Interest-free loans for the purchase of season-tickets and/or bicycles for travelling to and from work.

Access to collections

The facility to make full borrowing use of the Library's collections (up to 10 books at a time) and online resources.

Book purchase and binding

Staff may purchase books for themselves, taking advantage of the discounts negotiated by the Library. Discounts on binding personal books may also be arranged.

Training & Development

The Library is committed to the support and development of all workers. We aim to ensure that all workers not only have the knowledge, skills and experience necessary to be successful in their jobs, but also to fulfil their career potential.

Rest facilities

Staff-room with small kitchen and dining area offering free tea and coffee-making facilities.

Application and selection procedures

How to Apply

Please download the application form from our website, complete all three sections and send them **by email only to:** vacancies@londonlibrary.co.uk quoting reference number LL2108

Timetable

Deadline for applications to be received

Monday 13 December 2021 (by 5pm) but may be closed earlier depending on the level of response.

Appendix – GDPR Privacy Notice

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information

The London Library ('Company') is a 'data controller' and gathers and uses certain information about you.

Data protection principles

We will comply with the data protection principles when gathering and using personal information.

About the information we collect and hold

The table set out in Part A of the Schedule below summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part B of the Schedule below summarises the additional information we collect before making a final decision to recruit, ie before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices and those of our third party service providers.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see our data protection privacy notice (employment).

Your right to object to us processing your information

Where our processing of your information is based solely on our legitimate interests (or those of a third party), you have the right to object to that processing if you give us specific reasons why you are objecting, which are based on your particular situation. If you object, we can no longer process your information unless we can demonstrate legitimate grounds for the processing, which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

Please contact vacancies@londonlibrary.co.uk if you wish to object in this way.

Your rights to correct and access your information and to ask for it to be erased

Please contact vacancies@londonlibrary.co.uk if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our HR team for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our HR team will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that our HR team can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

Part A

Up to and including the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (ie address, home and mobile phone numbers, email address)	From you	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager or department of your application
Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision The person making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewer will receive non-anonymised details
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies
Details of your referees	From your completed application form	Legitimate interest: to carry out a fair recruitment process	To carry out a fair recruitment process To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the referee
Information about your health, including any medical condition, health and sickness records	From you	Legitimate interest: to carry out a fair and non-discriminatory process Necessary for performance of rights and obligations in connection with employment	To carry out a fair and non-discriminatory recruitment process – to see if there are any adjustments that can be made to the recruitment process

Part B

Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers Δ	From your referees (details of whom you will have provided)	<p>Legitimate interest: to make an informed decision to recruit</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	<p>To obtain the relevant reference about you</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers and HR personnel</p>
Information regarding your academic and professional qualifications Δ	From you, from your education provider, from the relevant professional body	Legitimate interest: to verify the qualifications information provided by you	To make an informed recruitment decision
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information Δ	From you and, where necessary, the Home Office	<p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interest: to maintain employment records</p>	<p>To carry out right to work checks</p> <p>Information may be shared with the Home Office</p>
Information about your health, including any medical condition, health and sickness records	From you	<p>Legitimate interest: to ensure intrinsic elements of the role can be met</p> <p>To enter into/perform the employment contract</p> <p>Necessary for performance of rights and obligations in connection with employment</p>	<p>To ensure intrinsic elements of the role can be met</p> <p>To establish if any reasonable adjustments can be made</p>

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked 'Δ' above to us to enable us to verify your right to work and suitability for the position.