

ACME

Acme is a London-based charity providing affordable studio space, housing and residencies and awards for fine artists. Our charitable objective is to relieve the financial hardship artists face and, through this provision, to make a vital contribution to the development of art and artists' careers.

In 2018, Acme will support over 700 artist tenants with affordable studios across 15 buildings in Greater London.

ACCOUNTS ADMINISTRATOR – JOB DESCRIPTION

Main purpose of job

The Accounts Administrator is responsible for assisting the Head of Finance & Resources with the administration of the company's accounts system. This new post is within the Finance team, working alongside the Rent Accounts Manager and Rent Accounts Administrator.

The tasks of the post are:

Accounts Management

- 1 To be responsible for entering invoices and payments onto the computerised book-keeping system with a high degree of accuracy, according to a regular weekly timetable.
- 2 To be responsible for organising payments of invoices in liaison with the Head of Finance & Resources.
- 3 To reconcile figures between bank statements and computerised book-keeping system.
- 4 To be responsible for maintaining digital and paper records of invoices.
- 5 To monitor Acme's cashflow and payments through online banking software

Other tasks

- 1 Assist the Head of Finance and Resources with managing the company's utility accounts.
- 2 Assist the Head of Finance and Resources with generating data and reports

for the annual audit.

- 3 Assist the Head of Finance and Resources with generating invoices.
- 4 Assist the Head of Finance and Resources managing the company's business rates accounts and appeals.
- 5 Liaising with suppliers, contractors, utilities and managing agents to ensure accurate invoicing and to seek best value.
- 6 Assist the Head of Finance and Resources managing the company's service charge accounts

General

- 1 Together with other members of staff to handle general enquiries including written, phone and email.
- 2 Together with other members of staff distributing post received and franking post for collection and distributing answer phone messages.
- 3 To attend regular monthly staff meetings.

PERSON SPECIFICATION

Essential requirements

- Confidence in use of standard desktop computer packages – especially spreadsheets
- Proven good level of numeracy
- Good written and verbal communications skills
- Proven administrative and organisational skills
- Self-starter, able to work on own initiative
- Ability to plan and manage multiple priorities, meeting weekly and monthly deadlines

Desirable requirements

- An interest and awareness of the contemporary visual arts
- An interest and awareness of the affordable artists' studio sector

SUMMARY OF TERMS AND CONDITIONS

Position: **Accounts Administrator (3 days/week)**

Name and address of employer: Acme Artists Studios Limited,
44 Copperfield Road, Bow, London, E3 4RR

Place of work: 44 Copperfield Road, Bow, London, E3 4RR

Your principal place of work is the Company's premises (as above). However, you may, following consultation, be required to work on either a temporary or on an indefinite basis at any premises which the Company currently has or may subsequently acquire or at any premises at which it may from time to time provide services.

Salary: £25,000 full-time pro rata

Days and hours of work: Three days/week, 9.30 am to 5.30 pm. Days to be agreed (must include a Tuesday or Thursday).

Annual leave: 28 days pro rata

HOW TO APPLY

Please set out on no more than one side of A4 paper why you wish to apply for the post and how your experience and qualifications meet the job description and person specification. Please include a current curriculum vitae.

Please also complete the monitoring form. The data is purely for monitoring purposes and does not form part of your application

Please send your letter, CV to Richard Kingsnorth, Head of Finance and Resources, either by email to richard@acme.org.uk or by post to Richard Kingsnorth, Acme Studios, 44 Copperfield Road, London E3 4RR.

The deadline for applications is Friday 20 April. Interviews will held on Friday 27 April.