Accounts Assistant
Job description and person specification
March 2015

Accountable to: Finance Manager
Location: 21 Albemarle Street, London
Contract type: Permanent, full time (35 hours per week)
Salary: £21,951 - £25,423 per annum (Salary bands 2/3, points 10 to 13)

The Royal Institution (Ri) was established in 1799 with the purpose of ‘diffusing science for the common purposes of life’. Over 200 years on, the Ri is a charity dedicated to educating, entertaining and enthusing people of all ages about science, technology and the world through our science video channel, public programmes for adults and education initiatives for young people, Faraday Museum and history of science activities, scientific research and the famous CHRISTMAS LECTURES®.

At its home on Albemarle Street in Mayfair, the Ri is where scientists such as Humphry Davy, Michael Faraday, James Dewar, William and Lawrence Bragg and George Porter discovered 10 chemical elements, won 15 Nobel Prizes, made world-changing discoveries in the laws of electromagnetism and molecular biology, and pioneered public science lectures and science events for children.

Find out more at rigb.org and richannel.org.

Job Purpose

The Accounts Assistant will be a key part of our small finance team, reporting to the Finance Manager and working alongside the Management Accountant in ensuring the efficient and smooth running of the finance function.

The ideal applicant will highly numerate and will have a logical and methodical approach to their work. They will possess strong Excel skills and will have experience of working with TAS books or a similar accounting software package. The successful candidate will ideally be AAT qualified and will have at least two years’ experience of working in an accounts department, ideally within a charitable organisation.

Please apply by submitting a CV and Covering Letter outlining your interest in and suitability for the role. Applications, along with the completed Declaration and Monitoring form, should be submitted to recruitment@ri.ac.uk no later than 5pm on Monday 30 March. Interviews will be held in early April.

Main duties of the role

- Receive, record and process all purchase invoices
- Ensure all purchase invoices have been authorised and coded before entering onto the purchase ledger
- Verify calculations and input codes in to the accounts system in an accurate manner
- Check sales invoices raised by Venue Hire staff before they are sent to clients
- Post all sales invoices to the sales ledger and chase up non-paying customers on a weekly basis
- Receive and process all expense claim forms and requests for payments
- Deal with petty cash as and when required and ensure reconciliations are done at the end of each month
- Prepare invoices and expense claims for payment by BACS
- To be responsible for banking of cheques and the cash received and cash paid books.
- Maintain both cash received and cash payments book and update them on a regular basis by printing online bank statements.
- Perform monthly bank reconciliations at month end.
- Help in the preparation of monthly payroll journal and payments to pension schemes.
- Ensure that all filing is done accurately and on a regular basis.
- Provide assistance to the monthly management accounts processes.

**Person specification**

<table>
<thead>
<tr>
<th>Skills, experience and knowledge</th>
<th>Essential (E)</th>
<th>Desirable (D)</th>
<th>Demonstrated at Application (A)</th>
<th>Interview (I)</th>
<th>Selection Test (T)</th>
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<tbody>
<tr>
<td>2 years’ experience of working within an accounts office</td>
<td>E</td>
<td>A/I</td>
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<td>Strong knowledge of Microsoft Office, including excellent Excel skills</td>
<td>E</td>
<td>A/T</td>
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<tr>
<td>Knowledge of TAS accounting software, or similar package</td>
<td>E</td>
<td>A/T</td>
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<tr>
<td>Strong understanding of the Ri’s mission and activities</td>
<td>E</td>
<td>A/I</td>
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<tr>
<td>Experience of working for a charity</td>
<td>D</td>
<td>A</td>
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**Qualifications**

- Part or Fully AAT qualified (or other accounting qualification)                                 | E             | A             |
- Educated to Degree level                                                                         | D             | A             |

**Personal attributes**

- Absolute attention to detail                                                                   | E             | A/T           |
- Strong oral and written communication skills, with the ability to explain information in a clear and understandable way to non-finance professionals | E             | A/I           |
- Strong team player, with a willingness to assist and learn from colleagues                      | E             | A/I           |
- Ability to work in a changing and flexible organisation                                         | E             | I             |
- Willingness to work occasional evenings and weekends                                             | E             | A/I           |