

Sotheby's INSTITUTE OF ART

JOB PROFILE

Job title:	Accounts Assistant
Reports to:	Management Accountant
Term:	Full Time
Hours:	35 hours per week
Location:	Sotheby's Institute of Art London
Date	June 2017

Job Purpose: To support the Finance Team with day to day accounting duties.

Key areas of responsibility

Provide day to day support for the Management Accountant, focusing on the maintenance of the sales ledger and petty cash accounts and credit control.

Accounts Receivable:

- Check current account and Flywire portal on a daily basis for fee income received via wire transfer
- Reconciliation of credit card income received via two merchant accounts
- Daily entry of all wire transfers, credit card and cheque payments onto banking schedule, deferred revenue schedule and CAMS student database
- Notify Admissions and Public Programmes of receipts where necessary
- Deal with queries from students and issuing statements from CAMS where necessary
- Attendance to all registration days and issuing students with ID cards
- Credit Control for all outstanding debt, including sending out regular tuition fee reminders via email
- Reconciling monthly income entered onto deferred revenue to the general ledger and CAMS
- Checking and posting of coffee shop takings from weekly reconciliation reports

Bank and Cash:

- Maintenance of the Institute's bank accounts to include daily downloads and monthly reconciliations
- Maintenance of the Institute's GBP/US\$/HK\$/€ petty cash accounts
- Issuing foreign currency cash advances to members of staff and faculty who are travelling overseas
- Notify Management Accountant of any currency purchases that may be required from the bank
- Reconciling all petty cash accounts on a monthly basis for checking by Management Accountant

General Ledger:

- Monthly Balance Sheet Control Account reconciliations including but not limited to Accruals and Prepayments as directed by the Management Accountant

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Accounts Payable:

- Provide holiday cover for the part time Accounts Assistant including processing and payment of supplier invoices and staff expense claims as well as ad hoc foreign currency and priority payments

General Duties:

- Act as first point of contact for visitors and callers to the office on matters relating to Institute revenue
- General accounting duties as directed by the Management Accountant depending on work load
- Cover work in the absence of the Management Accountant
- Liaise proactively with colleagues in other departments to ensure that they are aware of relevant finance related information

Minimum requirements:

Education:

5 GCSE'S (A-C), including Math and English

Knowledge/Work Experience:

- Working knowledge of basic accounting principles is essential
- Excellent IT skills, including good working knowledge of word and excel
- Accuracy and good reconciliation skills
- Minimum of 2 year's relevant experience

Additional requirements (desirable)

It is the nature of Sotheby's Institute that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises that tasks, which are not specifically covered in their job description, have to be undertaken. Studying towards a recognized Accounting qualification (AAT, CIMA, ACCA or similar) would be advantageous.

To apply please send covering letter (including details of current salary and notice period) and CV to:

vacancies@sothebysinstitute.com

*** With regret, we can only respond to those individuals whom we wish to see for interview.***

Updated: March 2017