



Finance Assistant

Full-time and Permanent

Salary £28,707 - £ 29,961 per annum

Plus generous benefits package

Hybrid/ flexible working

About the role

Looking for a bit of variety in a Finance role? Want to discover a role where there is always something new to learn? Then we have a fantastic opportunity for you!

A rare opening has arisen to join our small, professional Finance team. The team works together across the varied disciplines within the department, and you'll get exposed to multiple areas of work. You will be interested in financial systems and keen to develop your understanding of financial controls and financial reporting skills.

You must have a keen eye for detail, with a logical and structured approach to tasks, and have great organisational and IT skills. Ideally you will already have Finance experience in a Purchase Ledger role, or perhaps you have a Finance qualification. You'll be a good team player and be able to communicate with colleagues throughout the organisation.

Reporting to the Financial Accountant and working closely alongside two other Finance Assistants, you'll gain experience across a wide range of finance operations. This is a "hands-on" job processing sales data, purchase invoices and bank transactions against deadlines. You'll play a key part in helping us develop our financial reporting which is vital to the efficient operation of the galleries. You will also assist with the processing of financial transactions and performing reconciliation controls to ensure records are complete and accurate.

The difference you will make

You will provide support to ensure the processing of transactions is complete and accurate while ensuring compliance with public sector and internal accounting procedures. Your responsibilities will include but will not be limited to:

- Assisting with transaction processing:
 - Processing purchase ledger, sales ledger, bank transactions, and expense claim forms.
 - Reconciling creditor statements and liaising with suppliers
 - Dealing with mail and resolving queries, including queries from other departments within NGS.
 - Answering telephone and email enquiries from suppliers
 - Contacting debtors regarding outstanding invoices when required

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- Financial Controls:
 - Performing month end reconciliation controls to ensure complete and accurate processing, including bank reconciliations, creditors and debtors' reconciliations and Intercompany reconciliations.
 - Investigating and resolving any issues.
- Assisting with payroll.
- Ensuring payroll deductions are paid over on time to the required bodies for tax, pension, union dues, etc.
- Contributing to continuous improvement - identifying and making suggestions for areas where working practices could be improved.
- Assisting in developing effective and efficient financial controls.

Who we are looking for

To succeed in this role, you'll need the following range of knowledge, skills, and experience:

- You will either be working towards or willing to gain an accounting qualification.
- Ideally you will have previous experience in a Finance role dealing with purchase ledger.
- Knowledge and experience of accounting procedures.
- Excellent IT skills, highly competent with Excel and Word with experience of accounts software.
- Ability to work with a high level of accuracy and attention to detail.
- Strong numeracy and analytical skills.
- Strong organisational skills with the ability to prioritise workload and work to tight deadlines.
- Team player with ability to work collaboratively.

It would also be great if you have:

- Experience of Microsoft Dynamics Great Plains.
- Experience of bank reconciliations.

We are National Galleries of Scotland

Our three Edinburgh galleries are the National, Modern and Portrait. We house and look after Scotland's amazing world-class art collection – one of the finest in the world. Step inside and explore treasures from Botticelli and Titian to the very best modern art to contemporary portraits of pop culture icons. And, as you'd expect, the world's greatest collection of Scottish art, our national collection. We also have an outstanding collection of Western art from the late Middle Ages to the present day.

We're a space for thinking, dreaming, doing, and playing. Soak up the art. Meet friends in the cafés. Have a family picnic surrounded by the sculptures in the Modern grounds. Be inspired by our amazing art films. Choose your own experience. There is no one way to enjoy Scotland's national collection. We are yours to discover.

As well as displaying our art at our three Edinburgh sites, we also share it through an active programme of partnership across Scotland, the rest of the UK and abroad, as well as online.

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We conserve and research our collections and we are committed to reaching the widest possible audience through our ambitious plans. Visitor numbers to our sites in Edinburgh totalled an average of 2.5m visitors a year in the years prior to the global pandemic.

What's important to us

We make art work for everyone. That's our purpose and it drives everything we do. This is an exciting time for us, as we move forward with our engaging strategic vision: Art for Scotland: Inspiration for the World.

We're putting our audience at the heart of what we do. Matching Scotland's rich collection, our expertise and creativity with the needs and wants of our visitors. Finding new ways to connect with more people and create an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

We're committed to looking at how we operate as well as how we engage our audiences. We will play our part in tackling the Climate Emergency, and we're embedding Equality, Diversity, and Inclusion (EDI) in the way we work. We want everyone to feel a sense of belonging and freedom to be themselves at work or at play with us.

What's on offer for you

Our colleagues will tell you great things about working here. We aim to ensure the National Galleries of Scotland is a great place to work, where our people thrive in a culture where we are trusted, empowered, and engaged to achieve our true potential. We offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

Salary

£28,707 - £29,961 per annum. Starting salaries will normally be at the minimum rate depending on experience.

Hours

37 hours per week. Working hours will normally be 08.30 a.m. to 5.00 p.m. Monday to Thursday and 08.30 a.m. to 4.30 p.m. on a Friday with a one-hour unpaid lunch break each day. We're also committed to supporting flexible working options for everyone which includes flexible working, working remotely and flexitime policies.

Holidays

When you first join, you'll get 36.5 days holidays per year (including public and privilege holidays). After 5 years your annual leave will increase to 41.5 days.

Where you'll be based

You will be based at Modern Two, 73 Belford Road, Edinburgh, EH4 3DS. Although based in the heart of Edinburgh free car parking is available on site.

Pension

We are a [Civil Service Pension](#) employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include [generous employer contributions](#) to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil Service pension scheme our contribution will be 28.97% for this role.

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Other benefits

Family friendly working policies, free or discounted entry to various visitor attractions, staff discount at our shops and cafés, Cycle to Work Scheme, wellbeing support and services including our Employee Assistance Programme.

The closing date for completed applications is 12 noon on **Wednesday, 10 April 2024**

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.



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