



## Finance Assistant Job Description

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<b>Job Title:</b>	Finance Assistant
<b>Reports to</b>	Head of Finance
<b>Term</b>	Permanent
<b>Salary:</b>	£26,000 - £28,000 per annum

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### RSNO Overview

The RSNO is Scotland's national symphony orchestra and one of the five National Performing Companies, supported by the Scottish Government. The RSNO is a symbol of Scottish cultural excellence. Established in 1891, it continues to deliver the highest quality musical experience and enjoyment throughout Scotland, which has been shared by generations.

### The Finance Department

The Head of Finance leads the Finance Department. The Team consists of: Head of Finance, Accounts & Payroll Manager, Finance Assistant and Finance Administrator.

### Purpose of Role

The Finance Assistant support the Finance Team by carrying out most of the day-to-day processing of sale and purchase ledger invoices. The RSNO uses freelance musicians who are employed on a project-by-project basis. These invoices and payments must be processed quickly and accurately to meet payment deadlines.

Main responsibilities:

- Purchase ledger
- Sales ledger
- Freelance musician invoicing

**Main duties include:**

### Purchase ledger

- Inputting all invoices onto Dynamics 365 Business Central.
- Reconciliation of supplier statements and dealing with suppliers to resolve any invoice or payment issues.
- Set up new supplier accounts and maintain existing account details.
- Handling queries from suppliers and venues.
- Scanning and filing invoices.
- Issuing remittance advices.
- Assisting the supplier payment run.

## Sales Ledger

- Raise and issue sales invoices to customers as requested within the organisation, providing follow up copies or additional information as requested.
- Ensure invoicing queries are resolved in a timely manner.
- Debtor Control.

## Freelance Invoicing

- Consulting with orchestra management on a concert-by-concert basis to raise invoices for all additional players required for each performance, processing the invoices through the purchase ledger system.
- Mailing remittances to players by mail merge.

## Background and Experience

You will have previous experience in an accounts administration role (particularly purchase ledger maintenance, invoicing, customer and supplier support). You will have strong IT skills, and ideally experience working with accountancy software such as Dynamics 365 Business Central, Zetadocs, SharePoint, Excel, and Microsoft 365 (desired but not essential).

Person Specification	Criteria
Educations/qualifications	Finance qualification or equivalent.
Desirable experience	Knowledge of Dynamics 365 Business Central, Zetadocs and SharePoint.
Specific skills	Excellent organisational skills. Ability to prioritise a busy workload. Excellent IT skills, including Excel, Word, Outlook, and PowerPoint. Excellent people skills.
General competencies	Demonstrate the commitment to achieving high level skills in finance, and a sensitive approach in dealing with a wide variety of people. Maintain accurate, legible, and up to date records. Work well within a team. Prioritise and organise own workload. Demonstrate appropriate levels of accuracy and attention to detail. Work on own initiative, sometimes working under pressure and to tight timescales. Able to assist with other duties within the department when required.

## Application Process

Applicants should email a CV and covering letter to [recruitment@rsno.org.uk](mailto:recruitment@rsno.org.uk) for the attention of Susan Rennie, Head of Finance. Please include your name and the job title in the subject header.

**Deadline to apply is 5pm on Friday 4 October 2024. Interviews will take place week beginning 14 October 2024.**

**Pension:** Contributory pension scheme available

**Location:** The RSNO currently offers a hybrid working model with a minimum of two days a week in the office, subject to the requirements of the job. The office is based at RSNO Centre, 19 Killermont Street, Glasgow, G2 3NX.

**Hours of work:** Office hours are 9:00am to 5:00pm or 9:30am to 5:30pm

**Contract:** Permanent

**Holidays:** 25 days plus 13 public holidays