

## NORTHERN SCHOOL OF CONTEMPORARY DANCE

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### JOB DESCRIPTION

<b>POST:</b>	Finance Assistant
<b>REPORTING TO:</b>	Head of Finance
<b>OTHER WORKING RELATIONSHIPS:</b>	Finance Manager, Student Finance Manager
<b>MAIN PURPOSE OF POST:</b>	The Finance Assistant provides day-to-day transactional and administrative finance support ensuring that financial processes are accurate, timely, and compliant. The role supports the effective operation of the finance function in a small specialist higher education establishment.

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### DUTIES OF ROLE

1. Maintain accurate purchase ledger records and processing, including setting up new supplier accounts or maintain existing account details and collating appropriate budget holder authorisations.
2. Process purchase invoices, ensuring appropriate authorisation and accurate coding.
3. Process staff expense claims in line with the expenses policy.
4. Reconcile supplier statements ensuring all invoices are received and entered in a timely manner.
5. Prepare and process supplier payments runs in line with internal controls.
6. Support the administration and reconciliation of organisational credit cards, ensuring all transactions are supported by appropriate documentation and coded accurately against approved limits and policies, escalating any discrepancies or missing documentation.
7. Assist in maintaining accurate sales ledger function by preparing sales invoices in a timely manner, maintaining customer accounts and with credit control.
8. Prepare income analysis from Ticketsolve, Streamline and SumUp and correctly coding to the right department.
9. Support cash handling processes where applicable ensuring adherence to financial procedures.
10. Fulfil general administrative support to the Finance Team as required along with any other relevant duties.

### GENERAL DUTIES

- Undertake all necessary staff development and training.
- To follow the School's Code of Practice in such matters as Health and Safety, Equal Opportunities and Safeguarding.
- To follow all agreed Quality Assurance Systems within the School.
- To undertake any other related duties as and when required by the Head of Finance.

## Person Specification – Finance Assistant

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Paid and unpaid experience may both be relevant.

<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or qualified by experience in general clerical, administrative and financial work.</li> </ul>
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>• Relevant experience of working in a similar administrative/finance role.</li> <li>• Experience of administrative duties.</li> <li>• Experience of working with purchase and/or sales ledger.</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Demonstrably strong numeracy and accuracy and ability to work to tight deadlines.</li> <li>• Experience of operating financial accounting packages eg Xero.</li> <li>• Strong skills in Microsoft Excel, spreadsheets and data analysis.</li> <li>• Experience with other Microsoft Office applications such as Outlook, Word, Powerpoint.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Team player with a supportive and positive attitude.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Positive attitude to continuous improvement and change.</li> <li>• Commitment to being part of a small, successful and dedicated team.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Have proven knowledge, skills, experience and qualifications, and any other requirements needed to perform the role in relation to working with students and vulnerable adults,</li> </ul>

## TERMS AND CONDITIONS

Full terms and conditions of employment will be supplied to the successful candidate, but in brief these are:

Place of employment:	NSCD, 98 Chapeltown Road, Leeds LS7 4BH
Hours of work:	18.5 hours per week (0.5 FTE), 2.5 days per week, working pattern to be agreed
Remuneration:	£24,999 pro rata per annum (actual £12,499)
Contract:	Permanent
Probation:	3 months
Leave entitlement:	25 days pro rata (15 days actual) plus 8 bank holidays pro rata (4.8 actual) and up to 3 discretionary days between Christmas and New Year
Period of notice:	One month on either side
Pension:	Local Government Pension Scheme available (West Yorkshire Pension Scheme)
Other Benefits:	Staff training and development opportunities, Free or reduced-price tickets for Riley Theatre schools' performances

**Equal Opportunities**

The School is committed to providing non-discriminatory and harassment-free working environment for our employees. All School employees are expected to have due regard for those policies when carrying out their duties.

**Equality, Diversity and Inclusion**

NSCD believes that diversity and a diverse workforce is critical to its future development. As an equal opportunities employer we actively encourage interest from suitably qualified and eligible candidates regardless of sex, age, race, cultural background, disability, sexual orientation, gender identity, religion or belief.

**Safeguarding**

NSCD follows Safeguarding provision and all staff require a full DBS check. NSCD is committed to safeguarding and promoting the welfare of students and vulnerable adults and expects all staff and volunteers to share in this commitment.

**Health and Safety**

All employees will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co-operate with Health and Safety policy/local rules/codes of practice relating to Health and Safety.

**Environment & Sustainability**

Northern School of Contemporary Dance recognises and is aware of its Social, Economic and Environmental responsibilities. The post holder is required to minimise environmental impact in the performance of the role and actively contribute to the delivery of NSCD's Environment and Sustainability Policy.

**February 2026**