



## Finance Administrator

Part Time - 18 hours per week  
£21,000 - £24,000 pa Pro-Rata

### The Company

Experience Oxfordshire is the Destination Management Organisation (DMO) for the county. We are the lead organisation for promoting and developing leisure, business and cultural tourism in Oxfordshire. Operating to not-for-profit principles, Experience Oxfordshire is a partnership organisation, actively engaged on a local, national and international level to grow the visitor economy.

The organisation is funded in part by its Partners who come from all sectors of the Oxfordshire economy including hotels, retails, events, transport and restaurants. We work with our Partners to collectively promote their products and services and grow the visitor economy across Oxfordshire through information provided in the Visitor Information Centre, marketing, travel trade and events.

Experience Oxfordshire operates the Visitor Information centre in Oxford and runs Oxford Official Walking Tours. The company also offers group travel services and a conference desk.

[www.experienceoxfordshire.org](http://www.experienceoxfordshire.org)

[www.conferencing.experienceoxfordshire.org](http://www.conferencing.experienceoxfordshire.org)

[www.experienceoxfordshire.org/partners](http://www.experienceoxfordshire.org/partners)

### The Role

Experience Oxfordshire is looking for an experienced Finance Administrator to join the organisation. The post holder will provide book keeping support to a team that are engaged in marketing activity, events, business liaison and support, retail trading, group travel services, ticketing and visitor information. The role will support the Chief Executive in the production of management accounts and accurate financial record keeping.

The role will undertake all financial record keeping for two organisations; one a charity and the other a limited company. Duties include (but are not exclusive to); process payments and invoices, facilitate the production of regular management accounts and ensure the company is trading sustainably. Records should be fully maintained and updates so that they are ready for audit purposes and to facilitate the process of filing annual account statements and reports. To work closely with the Chief Executive and wider team to maintain and establish effective financial systems and processes.

The role's primary responsibilities are:

- To post purchase invoices, credits and receipts to Sage.
- To post payments, takings and bankings to Sage.
- To raise sales invoices on Sage.
- To pay approved invoices.
- To process bank statements on Sage and prepare weekly bank reconciliations.
- To review and reconcile control accounts.
- To reconcile petty cash.
- To produce VAT returns.
- Oversee payroll including employee expense claims
- To process journals.
- Credit Control
- To produce monthly management account reports using Sage and Excel and other reports when required by the CEO and Finance Consultant.
- To carry out all duties in line with Equal Opportunities policies in operation.
- To undertake any such duties commensurate with the post as may be required.

**Further Details:**

Responsible to: Chief Executive

Works with: The role will require close liaison with all budget holders within Experience Oxfordshire and close working with the Finance Consultant

Direct reports: None

Location: Oxford Visitor Information Centre, 15 – 16 Broad Street, Oxford OX1 3AS.

Salary: £21,000 - £24,000 pa Pro Rata

**COMMUNICATION**

Internally: Chief Executive, Finance Consultant, Head of Development & Marketing, Marketing Executive Digital, Marketing Assistant, Partnership Manager, Tour Desk Team Leader and Customer Services Managers.

Externally: External auditors and suppliers.

**Application Details:**

To apply for the role, email your CV and covering letter, stating why you believe you are suitable for the role, to [hayley.beer-gamage@experienceoxfordshire.org](mailto:hayley.beer-gamage@experienceoxfordshire.org)

**Person Specification:**

<b>Factors</b>	<b>Essential or Desirable?</b>	<b>Assessment via AF/IV/C</b>
<p><b>Education/Qualifications</b></p> <ul style="list-style-type: none"> <li>• Educated to GCSE/GNVQ level or equivalent by experience.</li> <li>• Professional qualification in book keeping (AAT or equivalent)</li> <li>• Educated to at least degree level or equivalent.</li> </ul>	<p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Desirable</b></p>	<p><b>AF/IV/C</b></p> <p><b>AF/IV/C</b></p> <p><b>AF/IV/C</b></p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least five years' experience working in a book keeping role.</li> <li>• Experience working with Sage</li> <li>• Experience Preparing Management Accounts</li> <li>• Experience of working with minimal supervision</li> <li>• Experience of working in a retail business</li> </ul>	<p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Desirable</b></p>	<p><b>AF/IV</b></p> <p><b>AF/IV</b></p> <p><b>AF/IV</b></p> <p><b>AF/IV</b></p> <p><b>AF/IV</b></p>
<p><b>Skills/Knowledge</b></p> <ul style="list-style-type: none"> <li>• Proficient use of Sage</li> <li>• Excellent attention to detail and accuracy in all work</li> <li>• Fast, accurate key board skills</li> <li>• Experience working in a multi-faceted business</li> <li>• Experience on planning ahead and meeting deadlines</li> <li>• Be proactive in staying up to date with financial regulations and best practice</li> </ul>	<p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Desirable</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p>	<p><b>AF/IV</b></p> <p><b>AF/IV</b></p> <p><b>AF/IV</b></p> <p><b>AF/IV</b></p> <p><b>AF/IV</b></p> <p><b>AF/IV</b></p>
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• A positive attitude; someone who is keen to learn and understand the business suggest ideas for improvement.</li> <li>• Prepared to take on a broad range of tasks.</li> <li>• An ability to work effectively with a wide range of people and ability to prioritise.</li> </ul>	<p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p>	<p><b>IV</b></p> <p><b>IV</b></p> <p><b>IV</b></p>

• Works well under pressure and to deadlines.	<b>Essential</b>	<b>IV</b>
• Ability to be resourceful and flexible in response to challenges.	<b>Essential</b>	<b>IV</b>
• Be discreet, confidential and trustworthy	<b>Essential</b>	<b>IV</b>
• Excellent attention to detail.	<b>Essential</b>	<b>IV</b>
• Experienced team player.	<b>Essential</b>	<b>IV</b>

\*(AF = application form or CV, IV = interview, C = certificate)