

The Ulster College of Music is looking for a Bookkeeper/Administrator to work Monday to Thursday evenings and Friday afternoon. The salary is £12 per hour and this is a part-time term time position (34 weeks). You will need to be familiar with Sage.

### **Job Brief**

We are looking for a Finance Officer to take charge of the financial health of our charity by administering accounting operations to meet legal requirements. The role includes secretarial responsibilities and are therefore seeking someone who can offer a high standard of customer service. You should be familiar with audits, invoices and budget preparations. Our ideal candidate demonstrates interest in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable. You should also have excellent organizational skills and be able to handle time-sensitive tasks. Ultimately, you'll be responsible for the day-to-day management of our financial transactions and procedures.

### **Financial Responsibilities**

- Keep accurate records for all daily transactions
- Update SAGE 50 Accounts and SAGE Payroll with financial data
- Prepare balance sheets
- Process invoices from new and existing students
- Process bank lodgements
- Record accounts payable and accounts receivable
- Prepare monthly, quarterly and annual financial reports
- Reconcile bank statements
- Participate in financial audits
- Track bank deposits and payments
- Assist with budget preparation
- Review and implement financial policies

### **Office Responsibilities**

- Answer phone calls and e-mails and process appropriately
- Update student-tutor timetables
- Liaise with tutors, students and parents
- Allocate rooms for tutors and other users
- Ensure all room bookings are entered on the calendar
- Provide cover for other administrative staff during periods of absence
- Act as Exam Officer for CCEA music exams
- Enforce Health and Safety regulations
- Report any issues to the Committee

### **Requirements**

- Proven work experience as a bookkeeper/administrator or similar role
- Solid knowledge of financial and accounting procedures
- Experience using SAGE 50 Accounts and SAGE Payroll software
- Advanced MS Excel skills
- Knowledge of financial regulations
- Excellent analytical and numerical skills
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data

### **Desirable**

- BSc degree in Finance, Accounting or Economics
- Professional qualification as a CFA/CPA is considered a plus

Please send your CV and two references by e-mail to:

Ms Patricia Sargent  
ulstercollegeofmusic@btconnect.com  
*or by post*  
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