

THOMAS DANE GALLERY

FINANCE OFFICER – Salary depending on the qualifications, skills and experience of the successful candidate

Thomas Dane Gallery is looking to appoint a Finance Officer at its London Gallery. This is a busy role in a small finance team, assisting the Financial Controller with the smooth running of the gallery's day-to-day financial operations.

Our ideal candidate will have at least 1 years' experience of working in a busy finance or accounts team, ideally in a gallery or other arts organisation. A qualification in finance, such as AAT (part or full) or BTEC, would be a distinct advantage, but is not essential if you have the relevant experience **and** are proficient in the use of Xero Accounting system and Microsoft Excel.

You will be a confident communicator, with good interpersonal skills, excellent attention to detail and the ability to prioritise a busy workload.

If you would like to apply for the role, please send us your CV, which shows your career to date, including both paid and unpaid roles. At the end of your CV, **but in the same document** please insert a statement in which you demonstrate how you feel that you meet the criteria in the job description and person specification. Please ensure that you give name and contact details of 2 referees, stating how long and in what capacity you have known them. We will be unable to confirm an offer of employment without satisfactory references, however we will not contact them without first obtaining your prior consent.

Please send your completed CV as a **PDF attachment** by email to opportunities@thomasdanegallery.com by the closing date of 11.59pm on 13 April 2025. We will not accept late applications.

All the information you provide will be treated in strictest confidence in accordance with the Gallery's Data Protection and recruitment policies and the UK GDPR.

PLEASE NOTE THAT YOU MUST HAVE PERMISSION TO WORK IN THE UK TO APPLY FOR THIS ROLE.

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JOB DESCRIPTION

JOB TITLE:	Finance Officer
CONTRACT:	12 Months, (may be extended)
PROBATIONARY PERIOD:	3 Months
HOURS:	10 – 6 Monday-Friday
SALARY:	depending on qualifications and experience
ANNUAL LEAVE:	33 days including bank holidays
RESPONSIBLE TO:	Financial Controller

PRIMARY PURPOSE OF ROLE

The Finance Officer supports and assists the Financial Controller with the day-to-day running of the Gallery's accounts department.

Main Duties:

- Accounts Receivable: process transactions and maintain ledger.
- Accounts Payable: process transactions and maintain ledger.
- Post bank transactions and reconcile bank.
- Reconcile Balance sheet and general ledger.
- Process expenses/credit card receipts.
- Produce Artist Commission Statements and maintain records.
- Assist with the preparation of monthly activity reports.
- Assist with quarterly VAT reports.
- Manage the company credit cards and any staff prepaid cards, ensuring that all receipts are in order and purchases are recorded and entered on Xero.
- Conduct monthly supplier statement reconciliations and variance analysis.
- Assist with bi-weekly supplier payment run.
- Prepare bank payments within our online banking platform ready for authorisation only.
- Deal with any queries: resolving and/or escalating to other teams and their management in the business where required.
- Assist with increased demand at month-end/year-end close processes, ensuring accuracy and timeliness.
- Ensure that all staff are aware of and act according to the gallery's controls policy for claiming expenses, processing invoices etc.
- Contribute to the continuous improvement of the department's processes and procedures.
- Assist with ad hoc projects related to the work of the Finance Department if required.

Miscellaneous

At the gallery there is an understanding and expectation that all team members will work together to undertake and share additional tasks, in line with their responsibility level, to enable the Gallery to meet deadlines, prepare and deliver exhibitions and events and meet deadlines.

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FINANCE OFFICER PERSON SPECIFICATION

Essential Criteria

- At least one year's experience in an accounts department.
- Demonstrable proficiency in intermediate/advanced use of Microsoft Excel.
- Experience of Xero accounting software system.
- Excellent administrative and organisational skills.
- Excellent communication skills, written and verbal.
- Demonstrable time management skills, with the ability to prioritise multiple tasks.
- Focused, reliable, and exacting attention to detail.
- Demonstrable experience of working as part of a team, as well as working independently.
- Punctuality.

Desirable

- Accounting qualification (or working towards) such as AAT, BTEC.
- One year of experience working in a commercial art gallery or any arts organisation.
- Knowledge and understanding of industry-specific standards, including import and export legislation and documentation, multiple VAT schemes, Droit-de-Suite (ARR).
- An interest in, and knowledge of contemporary visual arts.

Position:	Full-Time
Term:	12 months with a view to extend thereafter
Probation:	3 months
Hours:	10am – 6pm Monday – Friday; 25 days holiday per annum (plus bank holidays)
Location:	Office based during probation, thereafter consideration may be given to occasional working from home, subject to the provisions of the gallery's Hybrid and Flexible Working Policies
Remuneration:	Salary dependent on particular qualifications and experience
Other benefits:	Employee Assistance Program Company sick pay Enhanced maternity and paternity benefits Bonus scheme Season travel ticket loan Training and development support
Closing date:	Applications must be received by midnight on 13 April 2025. Applications must be sent as a PDF attachment to email addressed to opportunities@thomasdanegallery.com
Starting date:	ASAP