



Book-keeper

Flexible, part-time: 7-10 hours per week
Location: Cardiff
Rate: Hourly rate £10.67 - £13.70
Term: Initial 12 months with potential to extend
Commencing: ASAP

PAYE or Freelance – subject to agreement

Background Information

Ffilm Cymru Wales is a lottery delegate of the Arts Council of Wales and the BFI, developing and implementing film policy for Wales with the aim of further developing its inclusive film sector and film culture. Its work spans support for Welsh filmmakers, production companies, exhibitors – including cinemas, festivals and innovative pop-up providers - and film education practitioners. You can find out more here: www.ffmpegruwales.com

We are seeking a book-keeper to work to our Finance Manager.

Main purpose of job

To work to the Finance Manager, accurately and transparently recording expenditure and maintaining the high-level of systems currently in place.

Principal Duties & Responsibilities

The role also covers a wide range of tasks related to maintaining the nominal ledger, Purchase ledger and general bookkeeping.

- Input to, maintenance and reconciliation of the Purchase and cash books for bank accounts
- Process payment requests by cheque or bank transfer using online banking portal
- Bank reconciliations
- Check, analyse, reconcile and post credit cards transactions, credit card administration
- Monitoring bank balances and making internal transfers where required
- Check, analyse, reconcile, Process staff, and external expenses and mileage claims
- Maintain detailed right to work documentation
- Filing and archiving
- Maintain detailed procedures for all areas of responsibility and ensure these are updated regularly



Additional responsibilities:

- Support answering telephones when Finance Manager is not in and when required
- Any other work reasonably requested by the Finance Manager
- Maintain Employees Annual leave and toil records

Knowledge, Skills and Experience

- Experience working in a busy Finance department
- Accounting/bookkeeping experience including using an accounting package Sage
- Competence in using Microsoft Office, particularly Outlook for email, Excel and Word
- A good telephone manner
- Experience of working in a CLIC would be an advantage
- Experience of using Sage would be an advantage, although full training will be given

Person specification

You will be a self-motivated individual who is systematic in approach, paying close attention to detail and ensuring accuracy.

Able to work independently, prioritising and reprioritising tasks according to importance and to work collegiately with the Finance Manager and rest of the Ffilm Cymru team.

Professional, discrete and courteous.

The ability to speak Welsh is desirable, but not essential to this role.

To apply:

Please submit your CV together with a covering letter that explains why you feel that you're a strong candidate for the job, when you could start, and any other relevant details you'd like to draw to our attention including any limitations or preference in working hours.

Please supply details of two referees. Referees will not be contacted in advance of interviews.

Applications should arrive no later than **5pm on Tuesday 17th April** and be addressed for the attention of Gail Reed, Finance Manager. Interviews will take place on **Monday 30th April**.

Please submit your CV and covering letter by email to gail@ffilmcymruwales.com or by post to arrive by Tuesday 17th April to:



Unit 6
Tramshed Tech
Pendyris Street
Cardiff
CF11 5HB

If you have any queries you'd like to discuss in advance of an application, please email Gail@ffilmcymruwales.com