



**Job Title:** Events Finance Administrator

**Location:** The Honourable Society of the Middle Temple - City of London

**Tenure:** Full-time permanent position

**Salary:** £21,500 - £23,500 plus excellent benefits

### **What we are looking for**

This is a superb opportunity for a driven Business/Finance Administrator with some experience and skills looking to develop and take their career to the next stage. Working in a tight knit team you will be responsible for:

- Processing the financial documents and associated paperwork for the events that take place in Middle Temple's Events Department including Accounts Payable and Accounts Receivable processes
- Credit control including managing Debtors
- Keeping up to date records of floats, petty cash, and cash bar takings and wine stock movements

For more information please see our Job Description.

### **Candidates must:**

- Have a degree or NVQ in business administration or hospitality management course
- Have experience of purchase and sales ledger processing and procedures
- Have experience of using medium to large charts of accounts and project coding
- Have experience working with non-integrated systems
- Advanced level Microsoft Excel

### **To apply**

Please send your CV **and** a covering letter to [recruitment@middletemple.org.uk](mailto:recruitment@middletemple.org.uk) by Friday 2<sup>nd</sup> June 2017 telling us how your experience is relevant to our requirements. Submissions without a covering letter will not be considered. Full job details can be found [here](#).

To discover more about our wonderful organisation please visit:  
[www.middletemple.org.uk](http://www.middletemple.org.uk)

Middle Temple is an Equal Opportunities Employer.



<b>Job Title:</b>	Events Finance Administrator
<b>Working For:</b>	The Honourable Society of the Middle Temple
<b>Location:</b>	Middle Temple, London EC4Y 9AT
<b>Reports to:</b>	Head of Catering and Events
<b>Tenure:</b>	Permanent
<b>Hours:</b>	09:00-17:30 (Monday to Friday) Flexibility in working hours may be required
<b>Job Purpose:</b>	The purpose of the Events Finance Administrator is to process the significant number of financial documents and associated paperwork for the events that take place in Middle Temple's Events Department. The role will involve the processing of purchase and sales invoices, payment collection (credit control), stock management, and the departmental payroll process in relation to casual workers. The role will require working in close collaboration with the Inn's Finance Department.

### **Background:**

Middle Temple is one of the four Inns of Court, responsible for the professional qualification of barristers and their continuous professional development. The Inn has approximately 7,000 practising members (mainly barristers and judges) and about 500 students of various nationalities studying for the Bar.

The Middle Temple (the Inn) manages a large property estate comprising historic buildings (such as an Elizabethan Dining Hall and the Temple Church) and professional accommodation for barrister offices. Other facilities of the Inn include meeting rooms, a legal library, an award winning garden.

Located between the City of London and Westminster and overlooking the river, the Inn provides some of the most imposing event space in London. These unique spaces are available for formal dinners, weddings, meetings, receptions, corporate events, garden parties, and outdoor functions. Middle Temple is also a popular location for filming. For more information about The Middle Temple, Please visit [www.middletemple.org.uk](http://www.middletemple.org.uk).

The Events function is operated 'in house' and delivers a wide range services ranging from Hall lunch during the week, to education and CPD events for students and members in the evenings, to corporate events for private clients.

This role will be responsible for all finance related process within the Events department, this includes the comprehensive, accurate and timely processing and recording of all the day-to-day finance transactions within the Events department. The duties range from tracking Lunch time takings to the allocation of cost of wine stock to events.

The aim of the role is to complete all processes required by the Finance department to prepare the monthly reports. The post will be based in the Events team office.



**Main duties:**

Accounts Payable:	<p>To code invoices received, matching them against purchase orders, and ensuring that they are authorised by the Head of Catering &amp; Events ('HOCE').</p> <p>Following authorisation of invoices, work with the Finance Department's Accounts Assistant to ensure invoices are processed and passed for payment.</p>
Accounts Receivable:	<p>To review the lunch takings till report and ensure that the takings reconcile then pass to the Accounts Assistant for further processing.</p>
Accounts Receivable:	<p>To process Deposit and Sales invoices in the venue management system</p> <p>Send invoices to customers and manage credit control.</p>
Credit Control:	<p>Manage the debtors list with active follow up on outstanding payments. The aim being to minimise debtors and increase cash flow.</p> <p>Work with the Finance team to ensure all related processes are followed correctly.</p>
Month-end Processes:	<p>To prepare, and monitor, all month end requirements.</p> <p>Ensure expected deliverables are accurate and sent to the Finance Department within agreed timeframes.</p>
Credit Card Payments:	<p>Process all credit card payments and reconcile all such payments at the end of the working day. Send the details to the Finance Department on the next working day.</p>
Commission:	<p>Manage all commission claims with 3<sup>rd</sup> party suppliers, including issuing invoices and collecting payments.</p> <p>Ensure an accurate log of all transactions is maintained.</p>
Payroll:	<p>Ensure event-related payroll (weekly and monthly) is accurately tracked and recorded in the venue management system. Ensure that payroll data is sent to the Finance Department for processing in a timely manner.</p>
Floats, Petty Cash, Cash Bars	<p>Ensuring sufficient change is available for all tills.</p> <p>Conduct random float counts/spot checks.</p> <p>Manage the departmental petty cash.</p> <p>Reconcile all cash bars.</p> <p>Work with the Finance Department to ensure that all floats, petty cash, and cash bar takings are accurately recorded in the Inn's finance system.</p>



Lunch Booking Payments	Ensure all external lunch bookings are pre-paid and that payments are allocated correctly in the venue management and finance systems, working with the Finance Department as appropriate.
Wine Movements:	Manage all wine stock movements in the finance system to ensure accurate allocation against events.  Ensuring an accurate report is delivered to the Finance team in the agreed timeframe.
Food Allocations:	Assist the Chef in the preparation of all food allocations to events.
Annual Budget:	Assist the HOCE and working with the Account Assistant to prepare the annual budget and five-year forecasts.
Other:	To identify process improvements and support the Events and Finance teams on the implementation of any agreed changes.

### Personal Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Degree or NVQ in business administration or hospitality management course	AAT qualified, or studying towards full AAT qualification
<b>Background/ experience</b>	<p>Demonstrable experience of purchase and sales ledger processing and procedures.</p> <p>Demonstrable experience of coding using an extensive chart of accounts and project costing.</p> <p>Demonstrable experience of reviewing and improving procedures involving various stakeholders.</p> <p>Demonstrable experience providing up to date information on day-to-day operations at short notice.</p> <p>Experience working in the events, catering, hospitality industry.</p> <p>Experience in food and beverage cost control.</p>	<p>Experience preparing accruals and prepayments.</p> <p>Experience recording work time sheets.</p> <p>Experience of reviewing and improving procedures involving various stakeholders.</p>
<b>Skills</b>	<p>Demonstrable competency with MS Office, especially excel and able to engage with other software packages.</p> <p>Strong organisational and administrative skills with the ability to juggle a variety of</p>	<p>Able to present data in the appropriate format depending on the audience.</p>



	<p>tasks and prioritise effectively in order to meet deadlines.</p> <p>High level of attention to detail and consistency in delivering accurate outputs.</p> <p>Excellent written, oral communications, and interpersonal skills.</p>	
<b>Personal qualities</b>	<p>Able to work under pressure. Resilience, perseverance. Able to manage frustration.</p> <p>Able to explain complex procedures in plain English</p> <p>Able to communicate effectively and appropriately with people at all levels of the organisation.</p> <p>Tact, diplomacy, discretion, sound judgment, and integrity, with the ability to keep information strictly confidential where required and/or appropriate.</p>	<p>Sense of humour.</p>