

Brighton Dome & Festival Limited

JOB DESCRIPTION

Job Title: Finance Officer

Department: Finance

Reports to: Senior Finance Officer

Location: Brighton – The Dance Space, Circus Street

Role Purpose:

The purpose of the role is to be responsible for finance administration, maintenance of accounting ledgers and enforcing financial controls under the direction of the Senior Finance Officer.

Key Responsibilities

1. Banking

- a. To collate and input cheque/cash receipts to the finance system on a daily basis in line with agreed procedures.
- b. To ensure prompt and efficient banking of all reconciled receipts.
- c. To enter daily ticket banking information, and details of receipts of ticket payments onto the accounting system, ensuring information is kept up to date and accurate at all times.
- d. To provide any other ad-hoc banking support to the organisation as required.

2. Petty Cash

- a. To be responsible for overseeing and management of the petty cash card process including posting petty cash claims, liaising with card holders to ensure all items are recognised in a timely manner, conducting regular control account reconciliations and accounting for VAT where necessary.

3. FOH Banking

- a. To be responsible for the regular reporting and posting of FOH income into the accounting system as per the information provided by Visitor Services.
- b. To take responsibility for liaising with Visitor Services over queries, discrepancies, or process issues in relation to the FOH income reports.
- c. To conduct regular control account reconciliations of the FOH banking to ensure all revenue is correctly received and recognised.

4. Sales Ledger

- a. To administer the Sales Ledger function at BD&BF specifically processing sales invoices to the nominal ledger and issuing these to customers.
- b. To complete regular credit control to ensure debts owed to BD&BF are received within the agreed payment terms.

5. Staff Expenses & Invoices

- a. To ensure the prompt submission, recording and reimbursement of petty cash claims and monitoring the use of expenses, highlighting any issues promptly to the Senior Finance Officer.
- b. To assist the Finance Officer – Purchase Ledger with the processing of purchase invoices and management of PO system as and when required.
- c. To assist the Senior Finance Officer and Contracts Manager in the processing of Artist invoices and settlements.

General Duties

- Support the Senior Finance Officer in maintaining strong internal controls and improving financial systems and procedures.
- Provide cover for other finance roles during absences or peak periods.
- Serve as a key point of contact for internal finance-related queries.
- Actively participate in finance team meetings and contribute to departmental goals.
- To build and maintain strong working relationships across the organisation, supporting staff at all levels with finance related queries and tasks, as necessary.
- Perform any other duties reasonably assigned to you by the Senior Finance Officer.
- All staff are expected to support the organisation's commitments to inclusion and sustainability, with the option to join our Equality & Diversity Action Group and our Green group.

Person Specification

Essential Skills and Experience

- Intermediate-level Microsoft Excel skills, with strong proficiency in Microsoft Office Suite
- Ability to balance and manipulate large amount of complex data and format into reports
- Excellent numerical, analytical, and communication skills
- Exceptional attention to detail and a high level of accuracy in all work
- Strong organisational and time-management abilities, with a proven track record of managing competing priorities and meeting deadlines
- Able to work independently with minimal supervision, while also contributing effectively within a team
- Committed to continuous improvement and maintaining high standards of efficiency and accuracy

Desirable

- Experience in the charity or not-for-profit sector
- An appreciation and understanding of the arts
- Accounting Qualifications e.g. AAT
- A-Level or higher Maths, Business Studies or Accounting

September 2025