



The Spring

Job Description:
FINANCE OFFICER

Revised: April 2026

Hours:	22 hours per week
Salary:	£26,250 per annum, pro rata
Reporting to:	Finance Manager
Responsible for:	Volunteers

PURPOSE

To support the finance function of both The Spring and its trading subsidiary company Havant Arts Active, working as a bookkeeper and managing day-to-day accounts and financial procedures.

RESPONSIBILITIES

Financial Management

- Work in accordance with The Spring's procedures to undertake all regular financial management tasks including:
 - the logging of all income and expenditure on Sage Line 50 and system backup
 - the management of all aspects of the purchase ledger including the verification and input of purchase invoices, authorisation process and arranging payments
 - the management of all aspects of the sales ledger including the raising of invoices, dealing with queries, processing payments and managing debtors
- Support the month end close process by preparing and posting journals for accruals, prepayments and prepare reconciliations for allocated balance sheet areas of responsibility.
- Support the Finance Manager in maintaining The Spring's Fixed Asset register.
- To support the programming team by preparing show settlements.
- Take responsibility for the twice weekly banking of cash and cheques.
- Manage the monthly bank and credit card reconciliation.
- Support the Finance Manager in preparing and collating year end schedules and working files for the organisation's annual audit/independent examination.

- Liaise with PRS to ensure all forms are correctly returned and payments calculated regularly.
- Oversee the Havant Arts Active Point of Sale system ensuring accurate processes are followed across the organisation.

Payroll

- Process monthly payroll(s) for The Spring and Havant Arts Active.
- Support all areas of financial human resources including the production of appropriate HMRC forms (e.g. P45s, SSP, SMP), processing of travel claims.

Other duties

- Work with the rest of the staff to ensure The Spring provides an excellent experience for all customers.
- Provide opening or cashing up cover as and if required.
- Perform other duties as may from time to time be reasonably required by the Directors.
- Abide by The Spring's policies and procedures.
- Attend regular staff meetings.

This job description may be subject to review in consultation with the post holder in light of the changing needs of The Spring Arts & Heritage Centre.

PERSON SPECIFICATION

ESSENTIAL ATTRIBUTES

- Experience of providing support to or working within accounting or finance departments or as a bookkeeper.
- Competency with the use of excel in addition to experience of using Microsoft packages in an office environment.
- Understanding of accounting processes including reconciliations, journals and accruals.
- Experience of using accounting software e.g. Sage 50 Accounts/Xero
- Excellent communication skills and attention to detail (both verbal and written).
- Highly organised, excellent attention to detail and able to manage multiple workstreams.
- A commitment to The Spring's mission, core beliefs and an ability to work positively and collaboratively in a small organisation.

DESIRABLE ATTRIBUTES

- Experience of working within an arts or heritage environment.
- Experience of working with CRM/Box Office ticketing software, e.g. Ticketsolve/Spektrix
- A recognised booking keeping qualification e.g. AAT