

JOB DESCRIPTION

Post: Accounts Payable and Payroll Assistant

Department: Tate Enterprises

Reporting to: Assistant Accountant and Payroll Manager

The Company: ***Tate Enterprises** is a wholly owned subsidiary of Tate. Work at Tate Enterprises ranges from publishing, retail and merchandising roles to operations, finance and licensing.*

Tate Enterprises shares Tate's mission to promote public knowledge, understanding and enjoyment of British, modern and contemporary art. Its role is to maximise profits and extend the value of the Tate brand, to support Tate's work and collection.

The Department: *The finance department is responsible for all aspects of the division's finance function including: processing and payment of all Enterprises purchase ledger invoices, reconciliation of debtors ledgers, credit control and payroll*

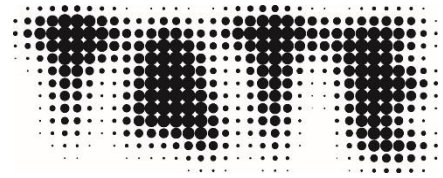


The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Scheme Symbol.

Purpose of the job: To process invoices and credit notes relating to retail stock with a high degree of accuracy and attention to detail and collate the monthly payroll information

Main responsibilities and duties



- Check accuracy of invoices against internal goods received notes
- Update stock record system with price and discount changes
- Report invoice discrepancies to relevant departments
- Process invoices and credit notes to accounts system
- Prepare monthly supplier reconciliations
- Chase suppliers for credits for returned stock and errors
- Collate and cross check monthly payroll information for review by Payroll Manager
- Holiday cover as needed for other finance team members
- Ad hoc duties as required

Tate is proud of its commitment to diversity and inclusion which is set out in our Tate for All strategy. This strategy aims to improve diversity and inclusion at Tate through a process of organisational change and to make diversity and inclusion part of everything we do. Tate therefore expects all of its employees to actively contribute to promote diversity and inclusion as part of their role.

Person Specification

Experience and skills

Essential:

- Computer literacy including Excel experience
- Good numerical skills
- Attention to detail
- Flexible, punctual, with excellent time management skills
- Ability to work to deadlines and prioritise multiple responsibilities
- Ability to work in a confidential environment
- Experience of working in a team
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.
- Excellent written and verbal communication skills, demonstrating the ability to communicate effectively and positively with all colleagues

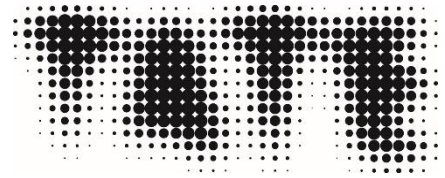
Desirable:

- Previous experience processing payroll
- Hands on Agresso experience
- Previous data entry experience
- previous experience in a trustworthy position



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Competencies

- Is professional, honest and discreet
- Has an enthusiastic approach and willingness to contribute to the development of the department
- Plans and prepares effectively to ensure delivery of the agreed results
- Adapts quickly and flexibly to new demands and challenges
- Participates positively and fully in the team
- Demonstrates flexibility of approach to resolve issues
- Adheres to Tate's Dignity and Respect policy in all their activities
- Develops better and more efficient ways of doing things
- Is solution-focused and open to new ideas
- Evaluates their own development



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