

**Role:** Financial Administrator  
**Location:** Leeds with some occasional travel  
**Hours:** Full time: 40 hours per week  
**Salary:** £20,000 + benefits

**Deadline for applications: 23<sup>rd</sup> April 2019**

### **Applying for the role**

Please send your CV and a letter of application for the role explaining what skills you believe are relevant to our Job Description.

A letter of application significantly improves the likelihood of you receiving an interview.

Interviews will be held at Round Foundry Media Centre in Leeds on 1<sup>st</sup> May 2019.

Please send your letter and CV to [jobs@creativespaceman.com](mailto:jobs@creativespaceman.com)

We are not able to respond to all submissions but appreciate the time and effort required – good luck and thanks for your interest in Creative Space Management.

*Creative Space Management is an equal opportunities employer and will treat all applications equally, shortlisting and appointing on the basis of merit.*

**JOB DESCRIPTION: Financial Administrator**

BASED: LEEDS WITH OCCASIONAL TRAVEL REQUIRED

**The Company**

Creative Space Management Ltd (CSML) operates commercial and mixed-use properties on behalf of public and private sector asset owners across the UK.

Established 14 years ago, Creative Space is an award winning company gaining recognition for its innovative approach to providing exceptional working environments for small, high growth businesses.

Creative Space is committed to providing the highest quality of customer service and expects its team to have an enthusiastic and professional approach to customers and clients.

The company is committed to equality of opportunity and encourages all of its staff to fulfill their potential. Team work is extremely important and you will need to be able to act under your own initiative (working on your own) as well as be a committed team player.

**Purpose of the role**

The Finance Administrator supports the Finance Manager and the CSML Management Team to deliver effective financial management of Creative Space's core accounts and those of the multiple properties that it manages on behalf of its clients across the UK.

The role requires a systematic and professional approach to all book keeping and financial administration activities; close attention to detail as well as a strong approach to team working and supporting colleagues to deliver the highest possible customer service standards across the business. There will be opportunities for further training and professional development.

**Experience and skills**

We are looking for someone who has related experience or the following specific skills:

- Experience of using Xero accounting software
- AAT or equivalent on the job training
- Proficient in the use of Microsoft Excel
- Experience of working with both Sales and Purchase ledger
- Experience of working to tight deadlines
- Organised with close attention to detail
- Able to operate under own direction with initiative
- Enjoys working on their own and as part of a team

## **Responsibilities**

1. Undertake book keeping and financial administration tasks for the company.
2. Coding and entering purchase invoices, including scheduling prepayments.
3. Raising sales invoices, including managing regular repeat invoices and deferred income.
4. Preparing BACS payment runs.
5. Reconciling against multiple bank accounts as well posting receipts and payments.
6. Checking and posting employee expenses claims.
7. Maintaining intercompany accounts and making appropriate recharges.
8. Helping to undertake the preparation and submission of statutory returns including VAT, PAYE, National Insurance, company pension contributions.
9. Occasional contribution to tenders, reports and analysis of financial performance in relation to Creative Space contracts
10. To provide other related data and record management services (Money Laundering / GDPR) across the company.
11. Any other duties as requested the Directors in order to meet the changing needs and demands of the business.

**Hours:** 40

**Salary:** £20,000 + benefits

**Location:** Leeds, Tower Works LS11 (walking distance from station)

**Responsible to:** CSML Finance Manager / Management Team

**Deadline for applications:** 23<sup>rd</sup> April 2019

**Send to:** [jobs@creativespaceman.com](mailto:jobs@creativespaceman.com)