



Finance Assistant

The Line

Part-time permanent contract

3 days per week between Monday and Thursday

Commencing: April/May 2025

Salary and hours: £30,000 pro rata 3 days (£18,000 for 24 hours per week), inclusive of a paid one-hour lunch break each day

Employment benefits:

- Holiday entitlement of 25 days plus public holidays pro rata (15 days plus public holidays for a three day a week post)
- Contributory NEST pension scheme
- Cycle to work scheme
- Wellbeing support

Probationary Period: 6 months

Full employment terms will be included within the contract of employment

Reports to: Finance and Operations Director

Location: working from our offices at Plexal (Here East) in Queen Elizabeth Olympic Park. Arrangements for hybrid working can be considered, but 2 days in-person is a minimum requirement.

Overview

The Line is East London's public art trail that connects Queen Elizabeth Olympic Park and The O2, following the waterways and the line of the Greenwich Meridian. Our mission is to connect communities and inspire individuals through a dynamic outdoor exhibition programme where everyone can explore art, nature and heritage for free. We focus on collaborative engagement programmes that support wellbeing and learning, as well as providing opportunities for young people to develop skills and improve employability.

At The Line, we value an open, inclusive and nurturing environment to promote collaboration, creativity and wellbeing. The Line believes in the transformative impact of art and nature, and we are committed to increasing access to the arts through our programmes and challenging barriers to participation.

Find out more information [HERE](#)

Purpose of the role

As The Line has undergone a period of significant growth, we require additional capacity within the finance team to manage transactional finance processes and the monitoring of financial and project performance. You will be joining The Line at an exciting time as this ambitious, community-focused art charity develops its exhibition and engagement programmes, manages a diverse range of income streams and grows.

Responsibilities

- Perform day-to-day book-keeping using Xero, including transaction processing and reconciliation of accounts
- Monitoring accounts payable and accounts receivable; collating Invoices for weekly payments and preparing funder Invoices as necessary
- Bank reconciliations - using Xero to ensure that bank payments/receipts are correctly accounted for on a timely basis
- Month end processing including posting of relevant journals, liaising with the payroll provider and reviewing payroll reports prior to payment
- Support the Finance and Operations Director in the preparation of monthly organisation management accounts, quarterly finance reports Including forecasting for Trustees and annual budget setting process
- Financial reporting and forecasting of projects, including supporting budget holders in preparing new project budgets, monitoring project performance through the preparation and review of project related financial reports and regular forecasting of future project spend and income
- Other ad hoc financial processing as required
- Supporting on financial process improvements and reviews of financial policy and controls

Person specification:

Essential:

- A university degree relevant to the role with at least 2 years relevant work experience or qualification in finance (AAT qualification or equivalent)
- Demonstrated proficiency in Excel and accounting database programmes (we use Xero).
- Detail oriented, strong team player and work ethic
- Able to work independently as well as part of a team

Desirable:

- Understanding/experience in charity accounting
- Understanding/experience of fund accounting

Location:

Primary location at our offices at Plexal, Here East in the Olympic Park which is a dynamic canal-side co-working offering meeting spaces, break-out areas, as well as regular social events and training opportunities.

Some home-working can be supported. We currently work within a hybrid working model as we want to support our employees to do their best work, have a good work-life balance and work flexibly whilst staying connected and retaining our sense of purpose and values. We expect a minimum of two days a week at the office, with the possibility of more depending on business needs.

Application deadline and interviews

The closing date for applications is **16 March**. First round interviews are expected to take place in person at The Line's offices at Here East (Queen Elizabeth Olympic Park) in the week of **24 March**.

Equal Opportunities

The Line is committed to equality and diversity within our workforce and in all opportunities. Our recruitment process is open to all, but we would particularly like to encourage applications from people from Black, Asian and ethnically diverse backgrounds, those who identify as LGBTQ+, those from lower socio-economic backgrounds and those who identify as disabled, as these groups are currently underrepresented in the cultural sector.

Your application and any associated personal information will be stored and processed in accordance with our Data Retention and Disposal Policy. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence, and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.

How to apply:

- Apply through the [application form](#) which requires a copy of your CV and contact details of two referees
- Complete the [Equal Opportunities Monitoring Form](#) (please note this will not be reviewed by the individuals reviewing applications)

If you do not meet all criteria in the person specification but feel you meet the majority or bring alternative strengths, please feel encouraged to apply.

If you would like any further information, have any specific requirements or would like to discuss any aspect of the role in confidence, please contact workwithus@the-line.org to arrange a call.

Any application received after the deadline may not be included in the recruitment process.

If this process is not an appropriate method for you because of an impairment or disability, please contact us to make alternative arrangements.

We will acknowledge all applicants with a response.

This job description is available in large print.

Please email workwithus@the-line.org