

ROLE: Finance Assistant (Part-time, 15 hours/week)

We are for looking a highly organised, digitally adept Finance Assistant to support the Financial Controller and the wider management team. This flexible, part-time role requires proficiency in accounting software and eagerness to adopt new financial technologies, ensuring accurate financial record-keeping. Training and support will be provided.

CONTEXT

Filmhouse (Edinburgh) Ltd. is the new company (with charitable status) that now runs the recently reopened Filmhouse cinema as an independent entity; this represents the start-up of a new organisation (distinct from the entity that ran Filmhouse on the same site from 1979–2022).

Filmhouse is regarded as a key cultural institution in the City of Edinburgh and as such is funded by the City of Edinburgh Council (CEC) (primarily to deliver a learning and engagement programme) and by Screen Scotland / Creative Scotland via Multi-Year Funding. Filmhouse consists of four cinemas, a café-bar with a capacity of 100 covers, and a learning and engagement programme. The venue operates seven days a week.

Our purpose is to connect people with film as a life-enriching art form and leisure activity by curating and presenting a highly diverse and culturally inclusive public programme of films and events, and through formal and informal learning and outreach. As a hub for cinema, we offer an anchor for Edinburgh's and Scotland's film culture by providing a home for film lovers and the film-curious; by enabling like-minded partners, and an array of film festivals; and by showcasing work by local filmmakers and students as well as developing and maintaining specialist professional skills and infrastructure. Filmhouse brings value to the community by being a space where people can connect with one another through shared experience of film, in a setting which is financially accessible for audiences.

Filmhouse aims to create a diverse and inclusive workplace, and we are committed to building a team that reflects a wide variety of skills, perspectives and backgrounds. We are an equal opportunities employer and encourage applications regardless of age, sex, gender identity, sexual orientation, gender reassignment, marital status, pregnancy, parenthood, religion or belief and disability. If you require any reasonable adjustments in our recruitment process, please let us know.

Filmhouse is committed to the Fair Work principles.

Job title: Finance Assistant

Salary: £10,500 (£26,228 pro rata)

Hours: Part time, 15 hours/week

Benefits: Free cinema tickets, free meals whilst on shift, substantial F&B discounts, staff screenings and other benefits are offered alongside Filmhouse's salary and holiday provisions.

Responsibilities:

- Manage accurate financial transactions using Xero, ensuring timely reconciliations.
- Process invoices and bills efficiently, using digital approval software (e.g., XeroMe, Dext and ApprovalMax).
- Assist the Financial Controller and Finance Manager with financial reports, payroll and overall finance operations.
- Manage bank accounts and company debit cards, including payments and reconciliation.
- Ensure compliance with financial policies and regulations.
- Respond promptly to financial enquiries.
- Perform administrative and bookkeeping tasks.

Required skills & Experience:

- 2+ years' experience in finance administration, bookkeeping, or similar.
- Good understanding of financial rules and policies.
- Proven experience to reconcile accounts accurately and timely.
- Proficiency in Xero.
- Adaptability with finance related software (e.g., Dext, ApprovalMax).
- Strong Microsoft Excel proficiency.

How to apply

To apply, please send your CV and a cover letter (no more than 300 words) with information for two references to recruitment@filmhouse.org.uk with the email subject line “Finance assistant – (name)”

The closing date is Mon 24th November at 5pm, with interviews to take place on Friday 28th November.