



Job description

Job title	Accounts Assistant
Department	Finance
Contract	Permanent
Salary	£28,864 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank
Reporting to	Accounts Office Supervisor

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: www.tate.org.uk.

About the role

The purpose of this role is to support the team in ensuring the efficient and effective delivery of financial operations to Tate, its subsidiaries and associated charities.

About your team

The Finance Department is responsible for financial planning, reporting and control for Tate, its subsidiaries, and associated charities. The Management Accounting team is responsible for management reporting, forecasting, budgeting, and business partnering with budget holders. The Financial Control team are responsible for statutory financial reporting, audit, tax, treasury, and transaction processing.

What you will gain

Motivated, and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge.

What you will do (Main Duties and Responsibilities)

Accounts Payable

- All aspects of purchase ledger processing including:
 - setting up suppliers for UK and International
 - scanning invoices, matching them to Purchase Orders and posting to the ledger for UK and International suppliers.
- Reconciliation of supplier accounts to statements identifying outstanding items.
- Liaise with suppliers and departments about overdue payments to bring these matters to a swift conclusion.
- Review, monitor and check all submitted documents to ensure that payments are made in accordance with HMRC requirements.
- Administer the procurement card and employee expense claims processes, including checking transactions to ensure Tate's policies have been followed and the correct VAT codes have been used and supporting documentation has been attached to each transaction.
- Set up BACS payment runs ensuring appropriate paperwork supports all transactions.
- Process journals as necessary including intercompany purchasing between Tate and its subsidiaries and associated charities.

Accounts Receivable

- Raise sales ledger invoices, ensuring invoices are accurate and supported by relevant documentation.
- Raise sales ledger credit notes, ensuring they have been approved by the Financial Controller or Head of Finance.
- Bank cash and cheques and post receipts onto the ledger.

- Deal with enquiries from external and internal customers.
- Month end responsibilities to include journals and control account reconciliations for income.

Bank

- Process daily bank transactions into the ledgers to ensure records are up to date.
- Raise paperwork for bank transfers and ensure that these are signed.
- Maintain bank statement filing and liaise with banks as necessary on day-to-day matters.
- Attend the bank as required for replenishment of petty cash or advances.

General

- Offer a high level of customer service to resolve enquiries from customers, suppliers and internal staff.
- Administer the electronic invoicing system including answering queries from staff, training new users and ensuring paper and electronic records are kept up to date.
- Check the shared Accounts Office email inboxes and respond to emails in a timely manner, including processing invoices received electronically.
- Provide cover for the other Accounts Assistants.

What you will bring to the team

Essential

- Good numerical ability and attention to detail.
- Exceptional organisation skills with high level of efficiency whilst under pressure to meet deadlines.
- Ability to maintain a high level of accuracy and motivation when carrying out routine tasks.
- Previous experience of working in an administrative support role.
- Excellent interpersonal, verbal and written communication skills. Able to communicate confidently with a broad range of people and develop effective working relationships with senior managers.
- A proven commitment to delivering the highest level of customer service using a variety of communication channels.
- Clear and concise written communication skills including the ability to draft own correspondence.
- A mutually supportive and collaborative team working style.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- High degree of computer literacy – knowledge of Windows based applications, able to use word-processing, database, spreadsheet, internet and email applications.
- An interest and commitment to a career in Finance.

- Interest in and commitment to the work of Tate.

Desirable

- Previous experience of accounts processing and a computerised accounts environment.
Basic VAT knowledge.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

Employee Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation

- Discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

How to apply

Our opportunities are open for you to apply online. Please visit:

www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **7 August 2026** by midnight.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.



