

CHARNWOOD ARTS LTD

JOB DESCRIPTION

Job Title:	Finance Officer (part time)
Post Responsible To:	Chief Executive Officer (CEO)
Base:	Charnwood Arts base at 27 Rectory Place Loughborough LE11 1UW
Rate of Pay:	Rate of pay: £12,075 pa (based on a full-time salary of £24,150 pa, pro rata)
Hours of Duty:	0.5 FTE

JOB PURPOSE: To provide Charnwood Arts Ltd with core services in the areas of finance, compliance and governance by working co-operatively with the CEO, core staff, the Board, freelancers, partner organisations, volunteers and the public to support the organisation and the programme of Charnwood Arts.

CORE RESPONSIBILITIES:

Financial Responsibilities:

- Maintain the financial operation of Charnwood Arts in compliance with the published financial regulations of the organisation as well as Tax legislation
- Make bank transactions such as payments (online), and transfers.
- Maintain electronic banking records and systems including BACS payments.
- Complete bank reconciliations.
- Maintain and update computerised ledgers (using Quick Books).
- Maintain all financial records of projects including regular analysis and liaison work with project managers to monitor budgets and cash flows.
- Maintain payment and records of invoices and expenses claims and deal with communications arising out of these transactions including chasing unpaid invoices.
- Work for the CEO and the Treasurer to conduct cash flow projections and the transfer of funds.
- Extract financial information as requested by the Treasurer, Project Managers and the CEO
- Abstract financial information on a 'by Board meeting' basis, quarterly and annually as required by the Board, Arts Council England (ACE), Charnwood Borough Council (CBC) and other funders and present it in the appropriate format.
- Prepare the annual accounts for submission to the accountants/auditor (latter if over current legal limits of income) and liaise with the accountants/auditor as appropriate.
- File and maintain all grant applications made on behalf of the CEO and project managers of Charnwood Arts.
- Administration of all payroll functions, including calculating wages, PAYE and NI contributions for all employees and maintaining payment records.
- Check the eligibility of all freelance workers in respect of their current tax status.
- Undertake any other financial duties as may be agreed with the CEO or Board of Charnwood Arts Ltd.

Governance Responsibilities:

- Assist in ensuring that the Board receives timely information on all relevant matters
- Work with the CEO to enable the Board of Trustees/Directors to fulfil its functions and legal responsibilities under charity and company law.
- Assist the Board and staff to financially inform Business Planning in line with strategic direction and contractual financial directives.
- Assist the Board and staff with processes of policy review.
- Inform changes to operational responsibilities and enact changes to ensure financial governance is as effective for Charnwood Arts as possible.
- To undertake training as identified to support the successful delivery of the responsibilities of the role.
- To respect and adhere to Charnwood Arts' policies in relation to equity, diversity and belonging and to undertake training in this area as required.

Please note:

We are also advertising for the post of Hub Administrator, and we would consider combining the roles into a single full-time job for the right candidate.

In addition to the above functions the Finance Officer should undertake any reasonable activities as required by the CEO or the Board.

PERSON SPECIFICATION:

The Administrator will need to demonstrate the following skills and competencies:

	Essential	Desirable
Qualifications and Training		
Level 3 qualification in book-keeping		X
Minimum level 2 qualification in book-keeping	X	
Specialist Knowledge and Understanding		
Accomplished book-keeper with payroll processing skills or equivalent	X	
Highly competent and intuitive IT skills with substantial experience of Quickbooks and Mac systems.	X	
Confident and knowledgeable in dealing with HMRC queries and accountants and online banking	X	
Comfortable working with a range of office software including Excel, Databases and Word processing	X	
Understanding of Charity/company law, include an understanding of Arts Council England financial protocols		X
Work or Relevant Experience		
Minimum 2 years experience in busy office environment	X	
Knowledge and experience of participatory and community arts practice		X
Working to a Board of Directors/Trustees		X
Relevant Skills and Abilities		
Sound report writing skills.	X	
Ability to use initiative in picking up new tasks with minimum training and handover.	x	
Personal Qualities		
Outgoing, approachable, practical, problem solving, flexible personality required	x	
Confident in dealing with the public	X	
Highly motivated and proactive person who can adapt to change and work well within a small team.	X	
Good communication skills	X	
Work-Related Circumstances		
Appointment subject to criminal records checking (DBS)	X	
Ability to work flexible hours occasionally including evenings and some weekends	X	