

21 January, 2019

FINANCE OFFICER

Please find enclosed information on the role of Finance Officer at Artsadmin. To apply you will need to complete our online application form.

To apply go to artsadmin.co.uk/about/jobs

Deadline for applications extended: 12pm on 15 February, 2019
Interviews will take place on Friday 1 March, 2019

Please refer to the Finance Officer description and person specification in your application. If you have any difficulty completing the online form please contact 020 7247 5102 or email jessica@artsadmin.co.uk

Thank you for your interest in Artsadmin.

Kind regards,

Deborah Chadbourn
Director
020 7247 5102
deborah@artsadmin.co.uk

Toynbee Studios, 28
Commercial Street
London E1 6AB, United
Kingdom
WEBSITE artsadmin.co.uk **TELEPHONE** +44 (0)20 7247 5102
EMAIL admin@artsadmin.co.uk **TWITTER** @artsadm

DIRECTORS FEIMATTA CONTEH, CHARLES GARRAD, STELLA HALL, CHRISTOPH JANKOWSKI, LOIS KEIDAN, FREYA MURRAY, ALISON RITCHIE, MHORA SAMUEL, JEREMY SMEETH. **VAT REGISTRATION NUMBER:** 657086117. **REGISTERED IN THE UK NUMBER:** 2979487. **REGISTERED CHARITY NUMBER:** 1044645

ARTS
ADMIN ABOUT ARTSADMIN



Artsadmin is a producing organisation, which enables artists to create without boundaries, connecting bold interdisciplinary work with local, national and international audiences. We also deliver free advice, training, and artist-led development opportunities for hundreds of artists: from young people getting involved in performance for the first time through to artists with established careers. In London's East End we have established Toynbee Studios, a centre for the creation, development and presentation of new work, where, in our rehearsal, performance and meeting spaces, new talent is constantly nurtured.

Everything we do is underpinned by our core values. We aim to be:

- **Sustainable.** Raising awareness of environmental issues through the arts and seeking greener ways of working
- **Collaborative.** Developing long-term relationships with diverse audiences, artists and partners
- **Bold.** Encouraging artists to take risks, supporting radical approaches and promoting experimentation

Job Description

Role: Finance Officer

Responsible to: Head of Finance

Internal Communications: You will work as part of the finance team with the Head of Finance and the Finance Administrator. You will also work closely with the Producers who work with our client companies

External Communications: Auditors, bank, insurers, Arts Council and other funders.

Salary: £26,000 - £28,000 (pro rata) negotiable dependent on experience

Hours of work: Three days, 10am-6pm Monday-Friday (days to be confirmed once offer made). If additional hours are worked no overtime will be paid but time off in lieu can be taken.

Benefits include:

- 20 days annual leave plus eight bank holidays (pro rata for part time staff) and two weeks Christmas closure
- Pension scheme
- Sick pay & Income protection scheme
- Life Assurance scheme at four times annual salary
- Health scheme and eye tests & glasses
- Childcare allowance
- Travel card /Season ticket loan

Purpose of the role

You will support the Head of Finance in all aspects of Artsadmin's client companies' bookkeeping, income & expenditure, making payments, reconciling bank accounts, preparation of year end accounts and liaising with the project managers.

You will also contribute to the financial management of Artsadmin through attendance at regular finance meetings. This is a very hands-on role and would suit someone who enjoys working proactively, has a logical and systematic approach and excellent communication skills. The role involves managing some external relationships with external providers.

Core Duties and Responsibilities

You will provide a full range of bookkeeping and financial services for Artsadmin's client companies. You will work closely with the Head of Finance and the relevant Producer to ensure that these services are provided in a timely and efficient manner and are resourced adequately from within the finance department.

Principal tasks

- Day-to-day book-keeping and accounts processing (sales, purchases, nominal ledger) via Accountedge Plus NE or detailed spread sheets
- Receive all sales and purchase invoices and ensure they are appropriately authorised

- Process weekly payments of all authorised purchase invoices and expense claims by BACS
- Quarterly VAT processing and preparation of VAT returns
- Bank and cash management, including reconciliation of all bank accounts and credit cards
- Process payroll and PAYE payments (where applicable)
- Work with Producers in forecasting and managing the cash flow
- Credit control and dealing with purchase ledger enquiries
- Preparation of quarterly management accounts and reports for the Producers
- Preparation of year-end accounts, liaising with the external auditors and ensuring that all audit schedules are prepared and reconciliations are completed on time.
- Liaise with external agencies including the bankers, insurers and auditors
- Develop and monitor internal financial controls
- Develop financial information capture and processing systems in line with the changing needs of the artist/organisation
- Ensure financial compliance and best practice in accordance with current accounting standards and SORP
- Ensure adequate procedures and practices are in place to comply with relevant Charity and Company law, VAT and HMRC regulations.
- Assist in the production of timely reports to funders and other external agencies (capital and revenue), and produce other ad hoc reports as required
- Ensure the effective provision of company secretarial services to client companies
- Filing the statutory accounts with Companies House and Charity Commission.
- Assist in any other relevant work as directed from time to time

Other Duties/Tasks

- Participate in the general development and promotion of Artsadmin, its client artists/companies and Toynbee Studios
- Participate in the decision making process of the company at regular staff meetings
- Develop and maintain a working knowledge of new theatre, dance and live art
- Carry out all responsibilities within the philosophy and equal opportunities policy of Artsadmin

Qualifications and Experience

- At least five years relevant book keeping and financial management experience
- AAT Level 3 or equivalent qualifications
- Experience in accounting/payroll software, good working knowledge of MS word and Excel
- Knowledge of financial legislation and regulations
- Experience working in the charitable or voluntary sector or experience of working in the Arts.
- Good knowledge and experience of VAT
- Excellent communication skills, written and verbal

Skills

- Strong written and verbal communication skills including the ability to present clear finance reports to the Trustee Board if required
- Strong interpersonal skills: the ability to work well with people at all levels both within the organisation and our wider stakeholder community
- Proven ability to plan proactively and prioritise
- The ability to work well within a team environment
- Resilience and an ability to work on own initiative