



## Finance Officer Job Description

<b>Job Title</b>	Finance Officer
<b>Salary</b>	£20,400 FTE per year. (Pro rata for 18 hours).
<b>Hours of Work</b>	You will be contracted for 18 hours per week. Days and Times can be negotiated.
<b>Location</b>	3 Charnwood Street, Derby, DE1 2GT.
<b>Responsible to</b>	Artistic Director
<b>About Artcore</b>	<p>Artcore operates as a cultural hub in Derby, fuelling active engagement for various communities in Derby, the East Midlands and beyond, working to enhance lives by sharing knowledge and skills through art and helping individuals to understand the benefits of art. Artcore's long-term objective is to promote serious art and develop as a vibrant centre for visual arts within the East Midlands. We are committed to bringing arts and crafts activities into the lives of people of all ages, abilities and ethnic backgrounds. Our focus is on providing contemporary, innovative and quality services in four core strands:</p> <ol style="list-style-type: none"><li>1. Art in Modern Culture,</li><li>2. Art in Health and Well-being,</li><li>3. Art in Education and Learning, and</li><li>4. Art in the Community.</li></ol>
<b>Overall purpose of the Job</b>	<p>The Finance Officer will be responsible for all financial aspects of the organisation. You will prepare monthly management accounts with projections for future income and expenditure to allow the Directors and Trustees to plan ahead. You will produce cash flows and produce yearly financial accounts in conjunction with external accountants as well liaising with the accountants regarding the yearly audit. Responsible for setting up and reporting income and expenditure against grant funded projects. You will put in strengthened accounting and internal financial procedures to support the growth and development of the organisation and ensure we are meeting all our financial obligations.</p>
<b>Key Tasks</b>	<ol style="list-style-type: none"><li>1. Set up and maintain project budgets for all projects using Sage Charity Accounts package.</li><li>2. Set up and prepare monthly management accounts, and provide an explanation of any variances to the budget</li><li>3. Prepare ad-hoc financial reports as requested by Directors.</li><li>4. Prepare the annual budget and the 5 year business plan.</li><li>5. Prepare yearly financial accounts to trial balance</li><li>6. Liaise with external accounts to finalise end of year accounts</li><li>7. Liaise with external accountants with regard to yearly review and provide all the relevant information.</li><li>8. Keep Directors fully informed of financial health of the organisation</li><li>9. Ensure all expenditure is allocated to the correct funding stream each month and ensure that funding is being spent as it should be.</li><li>10. Keep the Directors and Manager up to date with project funding.</li><li>11. Look at current financial policies and procedures and strengthen and develop financial procedures as necessary.</li></ol>

	<p>12. Maintain petty cash and ensure all monies are allocated to the correct funding stream.</p> <p>13. Undertake any other tasks which may be reasonably required within the post and range of experience, expertise and skills.</p> <p>14. Responsible for raising invoices to customer, and paying suppliers.</p> <p>Performance will be measured by working towards the above objectives through regular meetings with the Directors, through progress reports for Trustees and through the staff review process.</p>
--	--

### Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>An Accounting qualification OR relevant experience</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of preparing and managing management accounts and budgets preferably in a charity setting.</li> <li>Experience of evaluating existing practice and making required changes.</li> <li>Competent with IT packages including SAGE, Excel and Word</li> </ul>	<ul style="list-style-type: none"> <li>An excellent understanding of legislation and funding in relation to the charity sector.</li> <li>A good knowledge and understanding of current Safeguarding, Health and Safety, Equal Opportunities and Data Protection Act legislation.</li> <li>Knowledge of Sage Accounts Charity software package</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Excellent attention to detail</li> <li>Must be able to work within time constraints</li> <li>Highly organised with strong administration skills.</li> <li>Excellent communication / organisational skills, both written and verbal</li> <li>The ability to work independently as well as part of a team</li> <li>Self-motivated</li> <li>Flexible</li> <li>Excellent written and oral communication skills, including the ability to communicate with people from a variety of social, cultural and professional backgrounds</li> <li>DBS clearance may be required for this post</li> </ul>	<ul style="list-style-type: none"> <li>An interest in Art</li> <li>Knowledge of diverse communities</li> </ul>

The first six months of your employment shall be a probationary period. We may, at our discretion, extend this period for up to a further three months. During this probationary period your performance and suitability for continued employment will be monitored. At the end of your probationary period you will be informed in writing if you have successfully completed your probationary period.