



Finance Officer Job Description

Job Title	Finance Officer
Salary	Depending upon experience
Hours of Work	You will be contracted for 18 hours per week. Days and Times can be negotiated.
Location	3 Charnwood Street, Derby, DE1 2GT.
Responsible to	Artistic Director
About Artcore	<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"> 1. Art in Modern Culture, 2. Art in Health and Well-being, 3. Art in Education and Learning, and 4. Art in the Community.
Overall purpose of the Job	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.
Key Tasks	<ol style="list-style-type: none"> 1. Entering of all accounting data using Sage 50 Charity Accounting software 2. Making extensive use of Excel for reporting, data-analysis, etc. 3. Maintaining petty cash, ensuring all monies are correctly spent and accounted for 4. Ensuring that shop sales are correctly recorded and accounted for 5. Raising of invoices to customers, and following up on overdue amounts owed 6. Preparation of payments, and reconciliation of supplier accounts 7. Preparation of salaries data and liaison with the outsourced provider of payroll processing 8. Preparation of monthly accounts to trial balance 9. Carrying out of monthly reconciliations of balance sheet accounts, and dealing with any mispostings, discrepancies, etc. 10. Preparation of monthly management accounts, including commentary on significant points and variances compared to the budget 11. Monitoring of actual expenses and budgets for all donor-funded projects, and, in consultation with the Directors, ensuring correct allocations to the different projects 12. Preparation of cash-flow forecasts as required 13. Preparation of the annual budget and the financial aspects of the 5-year business plan. 14. Preparation of year-end accounts

	<p>15. Liaison with the external accountants to finalise annual accounts, and ensuring that the external accountants receive all the information required.</p> <p>16. Attendance at trustee meetings, taking minutes, and reporting on finances to the trustees</p> <p>17. Preparation of ad-hoc financial reports as requested by Directors.</p> <p>18. Keeping Directors fully informed of financial health of the organisation</p> <p>19. Developing financial policies and procedures</p> <p>20. Undertaking any other tasks which may be reasonably required commensurate with the post and range of experience, expertise and skills.</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>
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Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> An Accounting qualification OR relevant experience 	
Experience	<ul style="list-style-type: none"> At least 3 years, experience of charity accounting, including preparation of reconciliations, management accounts, budgets, and annual accounts Experience of developing systems and procedures, and making required changes Computer literacy, including good knowledge of accounting software packages, and some familiarity with Word Advanced knowledge of Excel, with extensive use of formulas, and manipulation of large volumes of data Ability to quickly become familiar with Sage 50 accounting software (if not already familiar) 	<ul style="list-style-type: none"> An excellent understanding of legislation and funding in relation to the charity sector. A good knowledge and understanding of current Safeguarding, Health and Safety, Equal Opportunities and Data Protection Act legislation. Knowledge of Sage Accounts Charity software package
Other	<ul style="list-style-type: none"> Excellent attention to detail Must be able to work within time constraints Highly organised with strong administration skills. Excellent communication / organisational skills, both written and verbal The ability to work independently as well as part of a team Self-motivated Flexible Excellent written and oral communication skills, including the ability to communicate 	<ul style="list-style-type: none"> An interest in Art Knowledge of diverse communities

	<p>with people from a variety of social, cultural and professional backgrounds</p> <ul style="list-style-type: none">• DBS clearance may be required for this post	
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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.