



Finance Officer / Bookkeeper Job Description

Job Title	Finance Officer / Bookkeeper
Salary	£21k to £25k FTE per year. (Pro rata for 21 hours).
Hours of Work	You will be contracted for 21 hours per week. Days and times are flexible and can be negotiated.
Location	3 Charnwood Street, Derby, DE1 2GT.
Responsible to	Artistic Director
About Artcore	<p>Artcore is a registered charity and cultural hub in Derby. We work with various communities in Derby, the East Midlands and beyond, to enhance lives through art. Our long-term objective is to promote visual art within the East Midlands and we are committed to bringing arts and crafts activities into the lives of people of all ages, abilities and ethnic backgrounds. We focus 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, and4. Art in the Community.
Overall purpose of the Job	The Finance Officer/Bookkeeper will be responsible for the financial aspects of the organisation including the preparation of monthly management accounts and forecasting for the Directors and Trustees.
Key Tasks	<ol style="list-style-type: none">1. Entering accounting data in Sage 50 Charity Accounting software2. Maintaining petty cash, ensuring all monies are correctly spent and accounted for3. Ensuring that shop sales are correctly recorded and accounted for4. Raising of invoices to customers, and following up on overdue amounts Preparation of payments, and reconciliation of supplier accounts5. Preparation of salaries data and liaison with the outsourced provider of payroll processing6. Preparation of monthly accounts to trial balance7. Monthly reconciliations and correcting mis postings, discrepancies, etc.8. Preparation of annual and project budgets, monthly management accounts, including forecasts, and cash flows9. Reporting on any variances10. Monitoring of budgets and expenditure for individual projects, and ensuring the correct allocation of expenses to each project. Preparation of the financial aspects of the 5-year business plan.11. Preparation of year-end accounts to trial balance12. Liaison with the external accountants to finalise annual accounts13. Attendance at meetings, taking minutes, and reporting on finances to the trustees14. Preparation of financial reports for funders and Directors as required.15. Keeping Directors fully informed on the financial health of the organisation16. Development of financial policies and procedures

	17. Any other tasks as reasonably required commensurate with the post and range of experience, expertise and skills.
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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"> • Experienced bookkeeper with knowledge of account preparation to trial balance, budgets, forecasting and cash flows. • Experience of developing accounting policies and procedures • Computer literacy, including knowledge of accounting software packages, Microsoft word and excel 	<ul style="list-style-type: none"> • Experience of charity accounting • An understanding of legislation and funding in relation to the charity sector. • A good 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 • DBS clearance may be required for this post which we will pay for 	<ul style="list-style-type: none"> • An interest in Art

This post has a six month probationary period which we may, at our discretion, extend for up to a further three months.