



## Job Description and Person Specification

### Finance Officer / Bookkeeper

<b>Hours:</b>	Full time, 35 hours per week, Mon to Fri 9am–5pm
<b>Location:</b>	On-site Bow Arts office
<b>Salary range:</b>	£28,000 – £30,000 per annum (dependent on experience)
<b>Benefits:</b>	25 days holiday entitlement pro rata, Cycle Loan Scheme, Season Ticket Loan Scheme, Workplace Pension, Remploy Access to Work Mental Health Support Service, staff socials
<b>Duration:</b>	Permanent
<b>Reports to:</b>	Business Manager

### Context of role

We create inspirational, supportive environments where artists and communities interact, learn and flourish. Since 1994, Bow Arts has nurtured London's diverse creativity and talent. We've provided artists and creative practitioners with affordable workspace, connecting them with local communities and supporting their professional development. We give communities throughout London greater access to and interaction with the arts, through our schools programme, workshops, exhibitions and events.

We're an arts and education charity and a social enterprise; our services support the growth of sustainable local creative economies. Over 500 artists, designers and makers are affiliated with Bow Arts through our workspace, affordable housing for creatives, and award-winning schools and young people's learning programme.

Bow Arts is dedicated to promoting equality of opportunity, tackling discrimination, and welcoming and valuing the inclusivity of the communities we serve. We anonymise applicants at our initial shortlisting stage, removing any non-essential information before we start selection to address the possibility of unconscious bias.

We are seeking an experienced finance professional to join the Bow Arts team. The role holds a key position in the Core Services department overseeing the smooth running of the finance function for the Charity and its Trading subsidiary.

Due to our work with young people, all staff are subject to an enhanced Disclosure and Barring Service (DBS) check.

## **Job Description**

### **Main Tasks:**

#### **Monthly & quarterly management accounts**

- Maintain fixed asset/depreciation schedules and reconcile with SAGE
- Manage the month end process and assist with the preparation of monthly and quarterly management accounts, including Balance Sheet and Cash Statements
- Reconcile and process the monthly payroll journals into SAGE
- Process receipts of grants and donations
- Process quarterly Gift Aid claims, VAT returns and CIS returns
- Maintain and manage schedules for depreciation, prepayments, accruals & deferred income – posting monthly and quarterly journals as required
- Oversee any intercompany transactions and monthly reconciliation of these

#### **Banking and payment systems**

- Oversee the monthly bank reconciliation process, checking for and resolving errors
- Prepare and process monthly payment runs
- Make authorised payments by debit card, through online banking and via petty cash
- Reconcile departmental credit cards
- Monitor and review aged debtors and creditors

**Other duties:**

- Ensure Financial Policy and authorization controls are in place and being followed
- Oversee the work of the finance assistant including Sales and Purchase ledger processing
- Provide support and mentoring to the finance assistant
- Oversee year-end closures including production of financial schedules, preparation for the annual audit and compilation of the annual accounts and audit schedules
- Ensure that financial systems and processes are in place and operating effectively in the new financial year (April onwards)

**Person Specification**

Qualified, or studying towards a recognized accounting qualification e.g. ACCA, ACA, CIMA or fully qualified AAT.
Previous experience of working with SAGE or other accounts software
Experience of preparing financial information to assist quarterly management account reporting and the annual audit of accounts
Experience of submitting VAT and Gift Aid returns
Methodical, with a high level of accuracy, good attention to detail and presentation of work
Effective prioritisation and planning of workload, and ability to meet deadlines
Highly numerate with the ability to spot and resolve complex financial problems
IT literate with excellent working knowledge and capability in using MS Outlook, MS Office, Excel and databases
Knowledge of relevant financial policy, guidelines and legislation for Charities and Trading Subsidiaries

To apply for this role, please email the completed application form to [recruitment@bowarts.com](mailto:recruitment@bowarts.com) and complete our [equal opportunities monitoring form](#) online. CVs will not be accepted. If you have any questions, access requirements, or require the application in a different format, please email [smcneill@bowarts.com](mailto:smcneill@bowarts.com)

Application Closing Date:                      Midnight, Sunday 27<sup>th</sup> November 2022

Interview Date:                                      Thursday 1<sup>st</sup> December 2022

Please note, Bow Arts' studio holders are not eligible for this role due to conflict of interest.