

Job Description

Job title:	Finance and Resources Officer
Hours:	40 hours per week
Contract:	Permanent
Reporting to:	Business and Operations Director
Salary band:	£27k to £32k depending on experience

We are looking for a Finance and Resources Officer, a key role in the financial management and operational support of the organisation.

About Us:

A New Direction is a not-for-profit organisation that exists to ensure that all children and young people in London can develop their creativity and play an active part in the culture and heritage of the city.

Core Values:

We work with partners such as schools, the cultural sector and local authorities to support children and young people to be creative and experience culture. Our core values of equity, culture and creativity and trust and means we identify areas of inequality to campaign for policy change where that is a barrier.

About the Role:

A New Direction is a lively expanding arts charity with around 30 staff and a turnover of nearly £3 million. Working closely with the Business and Operations Director and the small operations team, you will be responsible management of effective finance and operational systems, reporting for budgets within the organisation and to funders and partners outside the organisation.

Key Responsibilities:

- To undertake general management of the financial systems of A New Direction contributing to the implementation of specified work programmes, projects and initiatives in line with organisation objectives.
- To work with the Business and Operations Director to establish and manage internal finance systems of control within the AND office ensuring compliance with procurement, legal, Charity Commission and HMRC regulations.
- To manage the administration of the internal finance system, ensuring that purchase, sales and grant ledger postings and payment codings are made correctly.

- Working with the Business and Operations Director to prepare monthly management accounts, undertake payment runs monthly and oversee payroll for staff with external payroll support
- To assist in the creation of the yearly budgets, to monitor expenditure and cash-flow and provide budget monitoring reports and other financial information as required
- To contribute to the development, implementation and monitoring of AND financial and HR policies.
- To work with A New Direction staff to agree, write, and monitor contracts for projects, commission and, workshops, seeking legal or other advice where appropriate
- To assist with the preparation of claims for external funders
- To provide first line IT support to the office and liaise with external IT support providers
- Undertake other duties which may reasonably be required including carrying out DBS (Disclosure & Barring Services) checks
- To prepare year end accounts and schedules with knowledge of charity accounts reporting and company accounts.

This is a description of the job as currently presented, the role responsibilities are subject to change through scheduled review and discussion with the person in post.

Person specification

We aim to provide a supportive and challenging work environment where programmes work towards our vision and mission, as well as a great benefits package. We are looking for someone who has the following:

Skills

- Experience of preparing monthly management accounts, payment runs and liaison with payroll support
- Knowledge and experience of budgeting, expenditure monitoring and cash-flow and financial monitoring reports.
- Experience of writing contracts contact management and contract monitoring
- Experience of financial planning and the development and management of operational support systems and implementing financial systems
- Experience of evaluating financial and business information and preparing reports and financial claims for external funding bodies
- Experience of performance management
- Experience of working with accounting software e.g. Access Dimensions, Sage

Experience

- Excellent administrative and organisational skills.
- Experience of working in a senior administrator position.
- Relevant professional experience and/or relevant degree or equivalent qualification
- Experience of writing, managing and monitoring contracts.
- Strong IT skills and familiarity with a range of software packages to a competent user standard, including word processing, spreadsheets, e-mail and web technology.
- Knowledge and understanding of a range of financial controls, policies and procedures
- Knowledge and experience of compiling management accounts and end of year statutory accounts including charity SORP requirements
- Knowledge of VAT and VAT returns liaison with HMRC
- Knowledge of statutory requirements related to finance, HR and health and safety

Approach

- Displays a strong empathy with the values and vision of A New Direction
- Exhibits a high level of attention to detail with ability to prioritise a varied and complex workload and to work to deadlines
- Demonstrates a clear communication style and actively extends the quality relevance and distribution of information
- Displays a commitment to Continuing Professional Development (CPD)
- Is approachable, tactful, calm and sensitive
- Is solutions focused, and outcomes focussed
- Exhibits a commitment to developing innovative and flexible ways of working
- Has a high degree of integrity
- Displays a commitment to working positively within a framework, which values and celebrates diversity
- Has an interest in arts education, creative and cultural education

Special Conditions

There will be occasions when this role may be required to work unsocial hours including evenings and weekends.