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| Job Description | Cartwheel Arts |
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| Post Title | Finance Officer – 15 hours per week. |
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| Salary - PAYE | £28,282 pro rata (15/37 hours) plus employer pension contribution (7.5%). 30 days holiday, plus bank holidays, pro rata. |
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| <p>Purpose of job: To be responsible to the Managing Director for the efficient and effective management of financial systems for Cartwheel Arts, ensure we meet our finance reporting requirements, and to act as Secretary to the Finance Task Group.</p> |
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| <p>Key Tasks:</p> <ul style="list-style-type: none"> • Ensuring that financial information is provided to the Managing Director and Board of Trustees and our funders in a timely fashion. • Working with the Company Secretary and Independent Examiners to prepare and submit annual returns to Companies House and the Charity Commission • Secretary to the Finance Task Group, including convening meetings, taking minutes and circulating them. <p>Finance responsibilities:</p> <ul style="list-style-type: none"> • Day to day maintenance of financial systems, issuing and processing invoices, making payments, banking receipts • Reconciling book-keeping software (currently Quickbooks) and analysing debtors and creditors. • Confirming the monthly payroll, pensions & HMRC payments with our Managing Director for approval, before notifying our accountancy firm • Updating pension provider information on a monthly basis • Monitoring cash flow, transferring money between accounts and keeping the Managing Director informed of any further actions to be taken. • Producing quarterly management accounts, and more frequently when required • Prepare financial information to support the production of 12 month rolling cash flow forecasts for the Arts Council NPO reporting requirements. • Liaising with the Project Co-ordinators to produce project budget reports, and support Co-ordinators to monitor expenditure throughout the project • Integrating project budgets and expenditure within the overall company system • Ensuring that information held about artists working for the company is up to date, with special reference to self-employed status. • Liaising with the Managing Director to ensure that financial information is provided to the Board in a timely fashion. • Negotiating with suppliers such as utility companies to get best value, and |
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preparing quotes and recommendations for the Managing Director.

- Supporting the Managing & Creative Director to produce annual budgets and cash-flow projections.
- Working with the Directors to prepare information for the annual audit.
- To update financial policy when required as changes in the law, or systems and procedures arise

Funding:

- Providing information and support to the Director and other staff members to assist with funding applications.
- Providing information to support the Directors and other staff members preparing for annual reviews with funders

General Responsibilities:

- To be a member of Cartwheel's small team and play an active part in the life of the company.
- To attend and report to Board meetings, team and other meetings, and the AGM, as required
- To ensure that the company's financial systems are maintained, and statutory obligations are met.
- To deal with general enquiries and provide a positive interface with partners, participants, and the public.
- To contribute to the company's ongoing funding drive
- To work in line with the company's policies, development plans and objectives and to contribute to their development.
- To undertake training as and when required
- Contributing to the company's annual reports and impact assessments
- Helping the team with major events when the occasion demands
- To be jointly responsible for the up-keep and maintenance of the company's equipment and resources
- Undertaking new and additional tasks as appropriate to the role.

Contacts:

- Other members of the Cartwheel team - the Managing & Creative Directors, Programme Coordinators, volunteers and trainees
- The payroll administrator
- The accountants
- The Board of Trustees, particularly the Treasurer
- Artists, arts groups and community organisations with whom Cartwheel has working relationships.
- Suppliers and contractors
- Members of the public
- Funding bodies and sponsors

Relationship to other staff:

Line Management from: Cartwheel's Managing Director

Cartwheel is an equal opportunities employer and operates an appraisal system for all its employees to help with their training and development needs