

Finance Officer (part time)

Responsible to: Executive Director

Hours: 18.75 hrs per week - flexible working pattern to be agreed

Salary: £25-30k pro rata

Location: Sampad Offices, Midlands Arts Centre, Cannon Hill Park Edgbaston, Birmingham.



Closing Date for Applications: 21st June 2024

Interviews: 4th July 2024

About Sampad

Sampad believes in the power of arts and heritage to impact widely on all communities towards bringing people together from all walks of life.

- Celebrating South Asian Arts & Heritage
- Breaking down barriers
- Amplifying unheard voices

Moving beyond 30 years, we continue to play an instrumental role in promoting and encouraging British Asian arts, so that they progress, break new ground and enrich mainstream culture in the UK. We support, commission and co-produce a huge variety of arts and heritage activities inspired by diverse artforms that originate from India, Pakistan, Bangladesh and Sri Lanka.

We have a strong track record of delivering high-quality dance, music and theatre productions, digital events and workshops in education, community and outreach settings. We also provide professional development for artists, cultural leaders and young people. We are now developing and growing our learning programme with a new team in place.

We receive kind support from Arts Council England and Birmingham City Council and work closely and strategically with Midlands Arts Centre, where we are based.

About the Role

We are seeking a highly efficient and experienced Finance Officer with a keen interest/knowledge of the arts to join our small and friendly team.

The role requires solid finance and organisational skills with high levels of accuracy and attention to detail. The Finance Officer will be responsible for the day-to-day financial processes of Sampad. You will maintain accurate and robust accounting records using the XERO Cloud Accounting software and work with the Sampad team to ensure that finance systems are well maintained. Working with the Executive Director, you will assist in the preparation of quarterly and annual accounts and cash flow projections to assist company planning and to report to the Board of Directors and key funders.

The Officer coordinates bi-monthly Board meetings and the AGM, working closely with the Executive Director on the agenda, circulating papers and taking minutes. They are responsible for annual returns to the Charity Commission, Companies House and ICO.

Key Duties

Finance

Accounting

- Accurately recording all income and expenditure into XERO.
- Processing all sales and purchase ledger invoices, posting income and expenditure transactions, allocating transactions to correct cost centres.
- Weekly banking reconciliations.
- Effective and orderly filing and record keeping – both manual and electronic.
- Liaison with Sampad team members to prepare invoices for box office payments to Sampad.
- Box office reconciliations (from external Box Office and Eventbrite activity) and associated paperwork.
- Processing payments to artists and other suppliers (in-line with agreed contractual obligations).
- Month-end duties; including accruals and prepayments.
- Preparing monthly journals to be posted to XERO.
- Operate XERO payroll for Sampad staff ensuring statutory requirements e.g. PAYE and NI, and keep a record of staff wages and salaries, personnel records, time and annual leave sheets, deductions, calculations and payments to staff and HMRC.
- Process expense claims from team members.
- Manage the credit control for Sampad, ensuring that outstanding payments are followed up and alert the Executive Director of any issues.
- Maintain adequate levels of petty cash, oversee petty cash transactions and keep a record of all transactions.
- Provide Sampad staff access to the stakeholder pension scheme, to include submission and reconciliation of pension payments.

Quarterly Reporting

- Support the Executive Director in preparing accurate quarterly management and project accounts, to include Accruals and Prepayments. Finances should be prepared up to Trial Balance, with supporting working papers.
- Working with the Executive Director to produce the quarterly cashflow.

Annual Accounts

- Working with the Executive Director to produce draft accounts, profit and loss and balance sheet production for year end and as required.

- Supporting the Executive Director in the preparation of financial reports for funders, and the setting of the annual budget and cashflow forecasts.
- Assist the auditors in the preparation of annual accounts.

Other

- Support the Executive Director in improving systems and procedures for all financial transactions.
- Maintain the fixed asset register, and record the purchase and disposal of any fixed assets.
- Maintain an inventory of all props and non- technical equipment.
- Maintain and file all bank statements, reconciliations and all supporting papers.

Other Duties

- Arrange rooms (virtual or actual), refreshments and invitations for all Board, AGM and Sub-committee meetings.
- Take minutes of Board meetings, ensuring accuracy is maintained and files are updated and maintained.
- Maintain a record of register of Interests, Hospitality and Gifts for Board Members and Staff.
- Keep a record of attendance at Board meetings.
- Send out agendas with relevant supporting documentation for all meetings including the AGM.
- Provide new board members with a Sampad induction/starter pack.
- Update the Charities Commission and Companies House annually or when required.
- Ensure office stationery and other office supply levels are maintained.
- Any other duties as necessary to ensure the smooth running of the organisation.

Person Specification

	ESSENTIAL You would be expected to meet all of these specifications	DESIRABLE Please try to give examples of these in your application where you have this experience, skill or knowledge
Qualifications		<ul style="list-style-type: none"> Financial or accounting qualification such as AAT, ACA, ACCA or CIMA.
Knowledge	<ul style="list-style-type: none"> Knowledge of end-to-end processes of accounting function. Knowledge of Excel and MS Office. Familiarity with accounting software. Excellent IT skills and the ability to learn accounting software packages 	<ul style="list-style-type: none"> Proficiency in and experience of using XERO in an arts or similar organisation
Experience	<ul style="list-style-type: none"> At least 3 years' experience of financial administration. Experience of producing management accounts and cashflow forecasts. 	<ul style="list-style-type: none"> Knowledge and experience of working in the arts/charity sector Experience of public and grant monitoring Understanding of Zoom and/or other online meeting platforms
Aptitude	<ul style="list-style-type: none"> An understanding of finance for the charity sector. Excellent organisational and administrative skills, including financial controls, attention to detail, with a proven ability to prioritise a large workload Excellent written and verbal communication skills. Ability to work as part of a small team. Ability to work under own initiative and with minimum supervision. Ability to work under pressure and to deadlines. An understanding of and commitment to equal opportunities and diversity. 	<ul style="list-style-type: none"> An interest in South Asian arts Knowledge and personal experience of the arts. Experience of working in a similar sized organisation. Knowledge or experience of working in the Birmingham area

Further Information

Salary: Grade £25-30k pro rata.

Office Hours are 9.30pm to 5.30pm Monday to Friday. However, evening and weekend working may be required. Hours can be split between Monday – Thursday, however, please note that to cover Board meetings, evening working will be required (6x per year).

Holiday Entitlement: 23 days plus Bank Holidays & 1 additional Day at Christmas (Pro Rata). The annual entitlement rises by 5 working days (pro-rata) after 5 years' service. Employees subscribe to a pension scheme after 3 months service.

No provision is made for payment of overtime for extra hours. Extra hours worked may be taken as Time off in Lieu.

Other benefits offered by Sampad: Annual free eye check; Cycle to work Scheme and Childcare Vouchers.

Three month probationary period. One month notice thereafter.

Please note: this role is **office based**, based at Midlands Arts Centre but may require travel to exhibitions and events across the City.

How to Apply

Please complete an application form. CVs can be submitted but please note they may not be read as part of the process so we would advise that your application is completed in full, outlining why you are suitable for the role. We welcome informal conversations about this role, to arrange this please contact info@sampad.org.uk.

Proposed Start Date: As soon as possible.



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