

Finance Officer

Application Pack

January 2022

About us

Arts Emergency is a mentoring charity and support network. Since 2013, we have worked to address the inequalities in the creative and cultural sectors. Founded in Hackney by two friends, activist Neil Griffiths and comedian Josie Long, we now support 1,300 brilliant young people across the UK. We provide guidance so they can chart their own course. We create connections to help them get ahead.

Our values

- We are bold, actively changing UK culture in a big, far-reaching way
- We are optimistic about the future and celebrate the best in human nature
- Community is fundamental to our existence and the success of our

mission

Read more about our life-changing work in our Impact

Report: <https://www.arts-emergency.org/about-us/reports>

78% of mentees expanded their network

What we do

Arts Emergency provides 16-25 year olds in London, Greater Manchester, Merseyside and beyond with a trained mentor working in their field of interest. Mentors help Young Talent set goals, explore their passions and make decisions about higher education, training and careers.

After they complete a year of mentoring, Young Talent can continue to access opportunities, advice, resources and paid work from the Arts Emergency Network until they turn 26. The network is made up of thousands of cultural professionals who've all offered to share crucial gateways into hard to crack industries like TV,

publishing and architecture with young people underrepresented in those fields. High profile members include comedians Nish Kumar and Sara Pascoe, actors Nikesh Patel and Julie Hesmondhalgh, and writers Neil Gaiman and Sarah Perry.

“Arts Emergency has done more for me than I ever thought possible, it has opened doors I thought were closed. It has given me hope.”

Deji, Young Talent

Find out what our mentors and mentees have to say about us:

<https://www.youtube.com/watch?v=YfGpqEFQfO4&list=UUDgi0ANbxM0t8aKSpxgjdpg&index=12>

Our plans for the future

Our vision is of a society where every young person gets a fair chance to flourish and every opportunity to contribute to the culture in which they live.

This is an exciting time to join Arts Emergency and help to shape the future of the organisation. In Spring 2022, we conducted a strategic review to inform our direction and update our mission and impact. We welcomed a new Youth Collective, who ensure that young people's voices are amplified through our work. We also recruited a new Chair and four new trustees (including two members of the Youth Collective).

This is a critical time as we expand nationally to meet the urgent need for our support. Having grown five-fold since 2016, we're aiming to work with up to 2,000 young people by 2024/25. We've identified ten priority areas across the UK that meet a combination of eligibility and viability criteria for new projects.

Our Community programme is also growing to support our Young Talent with their

career progression and personal development. We will enhance our work experience and paid work opportunities in partnership with creative and cultural organisations, and offer each young adult on our programme tailored CV, interview and employability support.

Read more about our plans in our Vision document:

<https://www.arts-emergency.org/files/policies-and-guidance/2019Vision-Doc.pdf>

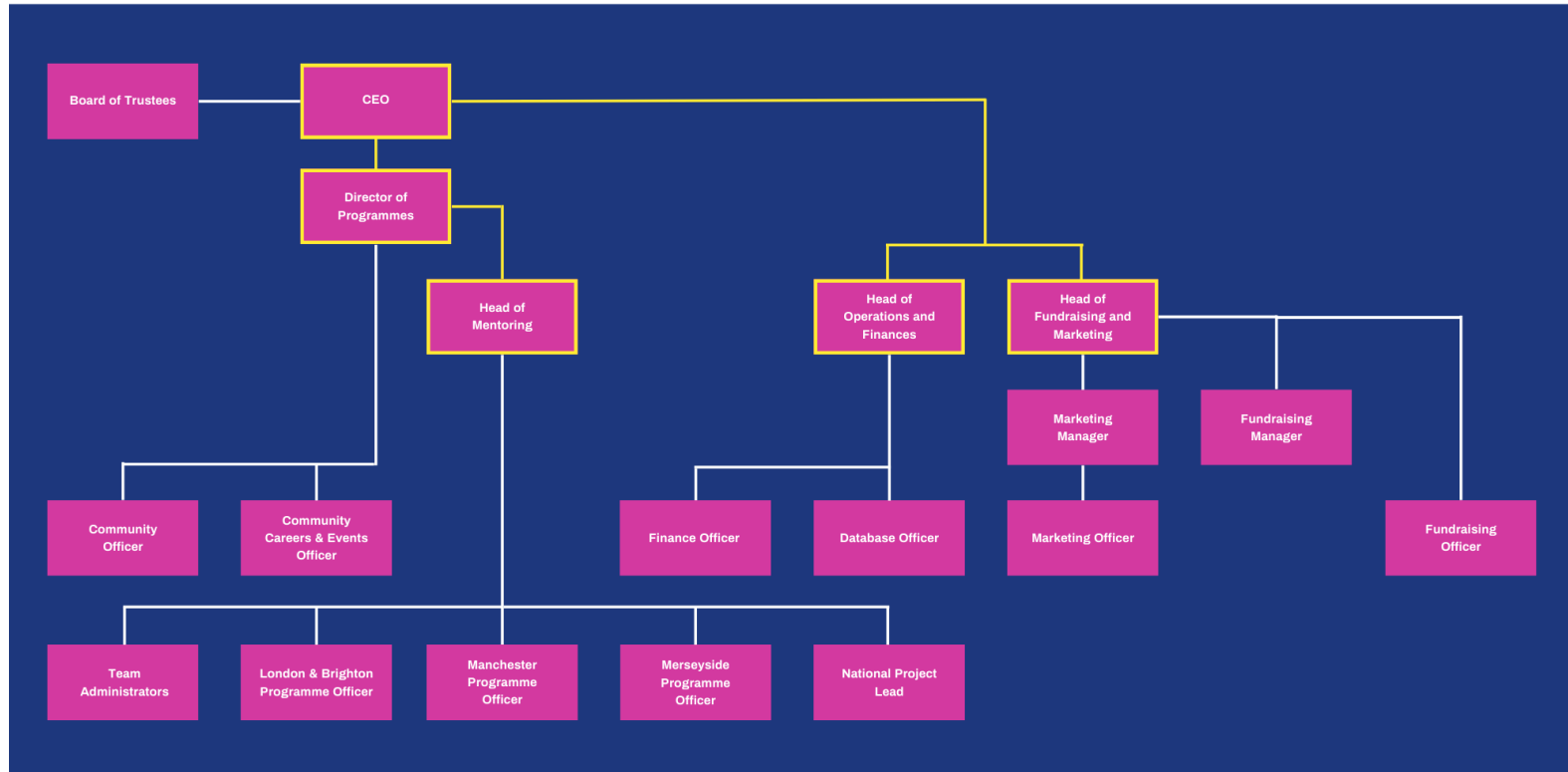
Our team

The Arts Emergency team is a group of passionate and dedicated staff and trustees who bring together a wealth of experience from the charity and cultural sectors.

“I am thrilled to be part of the hugely important changes Arts Emergency is making to the industry and its legacy that has affected so many for the better, in such a short time.”

Yomi Adegoke - Writer, Journalist, and Board Member

Meet our team: <https://www.arts-emergency.org/about-us/our-people>



Commitment to equality and diversity

Arts Emergency is committed to being a welcoming and inclusive organisation. We're dedicated to social justice and making the arts and humanities equitable for all. We help our volunteers to address the structural inequalities in the cultural and creative industries, and use our voice to influence gatekeepers to make real, long-term changes. When we recruit we will always: show the salary, pay a living wage, and won't demand a degree as an essential criteria (unless a specific qualification is required for a role). We particularly welcome applications from disabled people, LGBTQIA+ people, Black, Asian and minority ethnic candidates.

“Our future cultural landscape is in danger of being populated exclusively by the children of the wealthy and well connected. I love Arts Emergency because it works to bridge this gap. To create the opportunities that have been taken away”
Julie Hesmondhalgh, Actor

We are committed to the employment and development of disabled people. We guarantee to interview anyone with a disability whose application meets the person specification for a post. To be invited to interview, you must show in your application that you meet the person specification for the role. If you tell us that you have a disability we can make reasonable adjustments to the interview process, and, if you join us, to your work arrangements. If you'd like to discuss any access needs or adjustments please get in touch.

Finance Officer

Permanent,

Part-time (21 hours per week),

£26, 250 pro rata (£15, 750)

You will be joining Arts Emergency at an exciting time. Having grown five-fold since 2015, we are poised to expand our award-winning work nationally and aim to support up to 3,000 young people by 2026.

We are cementing our position as a leading and trusted service provider and support network for aspiring artists and thinkers. We're seeking a Finance Officer to join our team and support the growth of the organisation.

Working as a key member of the Operations department, the Finance Officer will provide support to the Head of Operations and Finance and the wider team taking responsibility for day-to-day financial processes.

The role can be home or office based. Arts Emergency operates a 35 hour week (21 hours for this role) and we will consider compressed or annualised hours.

Arts Emergency head office is at Unit W3, 8 Woodberry Down, London N4 2TG and our Manchester office is at Peter House, Oxford Street, Manchester M1 5AN. We also have access to Spaces offices around the country which can be used by all staff if an office space is needed outside these areas.

We will occasionally ask you to travel to other offices or locations for training and whole-team or departmental away days. Travel expenses will be covered and we will offer remote options when necessary, and ensure accessibility requirements are taken into account.

There may be occasional evening and weekend work. We operate a time-off-in-lieu system.

Key tasks

Day-to-day

- Payment of all incoming supplier invoices, ensuring the correct authorisations are in place
- Ensuring all invoices are filed and recorded correctly
- Payment of expense claims, ensuring correct authorisations are in place
- Managing our expense card account, ensuring cards are topped up and card returns are complete with receipts filed
- Manage Petty Cash, ensuring that receipts are collected and filed for purchases and that cash is topped up and reconciled on a monthly basis
- Banking any incoming cheques or cash on a regular basis
- Gathering and collating all information required for payroll for submission to our external payroll company
- Working with our Fundraising team to ensure income is accounted for and recorded
- Producing financial reports when required by the Head of Operations and Finance or other budget holders

- Support our young people in making claims for travel bursaries or invoicing where we are engaging their services

Planning and Procedures

- Support Head of Operations and Finance with procedural reviews and updates to the Finance Manual
- Proactively seek to improve efficiency and record keeping in line with best practice and the needs of the organisation
- Support the Head of Operations and Finance with financial system reviews, undertaking research and attending meetings with potential suppliers
- Support Head of Operations and Finance with preparing documentation for auditors and ensuring all financial information is filed and accessible for our annual audit
- Be a part of wider team planning sessions, having an awareness of the needs of the organisation and how these may impact or be supported by the finance function
- Taking part in discussions around budgeting and forecasting
- Assist Head of Operations and Finance in implementing new systems (including transfer of data)

Key results/objectives

- Invoices are paid on time
- There is a clear audit trail for all expenditure and income
- The wider team understand financial procedures and systems are easy to access and use and efficient
- Budget holders have a regular and clear updates

Person specification:

Qualifications

- AAT Level 2 or equivalent (or working toward this qualification)

Skills & Abilities

- Good numeracy skills
- Interpersonal skills with colleagues, suppliers and service users
- Ability to work to high levels of accuracy and manage a variety of deadlines
- Ability to respect and understand the importance of confidentiality
- Ability to analyse data and implement appropriate strategies to promote improvements and raise standards
- Strong IT skills including online databases and accounting programmes

Personal qualities

- Highly organised and proactive
- Discreet, with integrity and a clear understanding of the confidential nature related to much of the work
- Commitment to working collaboratively with colleagues
- Commitment to maintaining up to date knowledge and practice
- Alignment with Arts Emergency's values

Knowledge & Experience

- Experience working in a role with financial responsibilities
- Understanding of GDPR

Special attributes

- Able to work with colleagues at all levels, and with Young People

How to apply

To apply please complete the following

1. Email your CV and short covering letter (your covering letter can be submitted as an audio recording) explaining why you are interested in this role and how you meet the person specification to finance@tpp.co.uk, with the subject heading '**Arts Emergency Finance Officer**'
2. Click [here](#) to complete our Equality and Diversity Monitoring Survey*

Deadline to apply is **10am on Monday 13 February 2023**.

If you have any questions about the application process or the role, please contact jobs@arts-emergency.org

Please see our privacy policy to find out more about how we handle your data. You'll also find further information within the application form.

*The survey is anonymous and not linked in any way to your application. Any information you provide will be used by Arts Emergency to monitor the demographics of candidates applying for roles and make improvements in line with our diversity and inclusion ambitions. This data will be treated in accordance with the General Data Protection Regulation 2018.

Contact us

+44 (0)20 7683 1077

jobs@@arts-emergency.org

www.arts-emergency.org

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