

Finance Officer

Part-time (Two Days a Week)

Serendipity – Institute for Black Arts and Heritage are looking to recruit a Finance Officer. The Finance Officer occupies a vital role in our team. The Finance Officer will be responsible for day-to-day financial administration across all the company's work; bookkeeping and accountancy; and being the first port of call for enquiries. The Finance Officer will be someone who enjoys being exceptionally organised, and can balance a varied workload.

Under the guidance of the CEO and Artistic Director, to implement the day-to-day financial administration of Serendipity including:

- Day-to-day bookkeeping and bank and credit card reconciliation using accounts package Sage.
- Maintaining systems for petty cash and expenses management.
- Invoicing and Credit control.
- To manage receipt and payment of invoices.
- Preparing reports for the CEO and Artistic Director and assisting in the preparation of quarterly management accounts and end of year finance, and reporting for Charities Commission and Companies House.
- Liaising with project managers to update the running budget for all Serendipity projects.
- Managing petty cash.
- Grant claims and grant management.
- Managing membership and digital donations income.
- To keep Companies House up to date.
- Box-office splits and weekly figures.
- VAT claims.
- Foreign Entertainers Tax.
- Ticket and box-office reconciliation.
- Monitoring sales income.

General

To be an ambassador for Serendipity and act within values and principles

Person Specification

We are looking for a dynamic individual who is passionate about the arts and dedicated to helping run Serendipity in an engaged and open manner.

Head Office

21 Bowling Green Street
Leicester
LE1 6AS

CL00.14 Clephan Building
De Montfort University
The Gateway
Leicester
LE1 9BH

+44(0)116 482 1394
info@serendipity-uk.com
www.serendipity-uk.com

Essential:

- Sage Accounting
- Excellent in scheduling and timetabling
- Ability to prioritise flexibly and manage time efficiently
- Ability to remain calm under pressure and problem-solve promptly
- Confidence in using Microsoft Office (Excel, Word)
- Previous experience working with computerised accounting systems essential
- Confidence and ability with numbers, and the will to learn about Finance and Accounting
- Experience in preparing reports for Board of Trustees, Companies House and Charities Commission.
- Thoroughness and attention to detail
- Excellent oral and written communication skills
- Energy, commitment and enthusiasm
- An ability to work on one's own initiative and to work independently

To Apply

Please email a copy of your CV and a cover letter to Pawlet Brookes, opportunities@serendipity-uk.com with the job title "Finance Officer" in the email subject line.

Hours: Part-Time, two days per week (16 hours per week). To suit hours of business, including some evenings and weekends.

Contract: Six-month probation

Salary: £21,630 (Pro-rata) subject to experience

Start date: April 2022 (subject to notice period)

Closing date for applications: Tuesday 15 February 2022

Location: Serendipity office in Leicester

Interviews: Wednesday 2 March 2022

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