

## APPLICATION PACK

If you need any of the recruitment documents for this role in a different format (e.g. large print or audio file), please email [jobs@freewordcentre.com](mailto:jobs@freewordcentre.com) or call 020 7324 2570

**JOB TITLE:** Finance Officer (Maternity Cover)  
AAT qualified / part qualified + equivalent experience

**SALARY:** £29,580 pro rata (£17,748 for 3 days / week)

**REPORTING TO:** Resources Director

**START DATE:** Early-mid May 2019

**LOCATION:** Based at our venue in Clerkenwell (step free access to all levels: further details on the accessibility of our venue [here](#))

**CONTRACT TYPE:** Part Time Fixed Term contract (13 months)

**NORMAL HOURS:** 7 hours a day plus 1 hour lunch break, flexible start and finish time (start between 9-10.30am, finish between 5-6.30pm). Flexibility over which days but a regular weekly working pattern is preferred

**OTHER:** Holiday 28 days a year pro rata including public holidays (18.5 days for this part time 13 month contract) plus any annual Christmas closure; probationary period 3 months

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## WHO WE ARE

Free Word is an arts organisation focused on the power and politics of words. We are also a home for organisations interested in who gets to speak and be heard in society.

In our central London venue in Clerkenwell, we programme collaboratively with our artists and partners on Seasons of events that address urgent issues of our time.

We place an emphasis on perspectives that are underrepresented in the mainstream, bringing together a rich variety of writers, artists and activists to spark critical conversation about society, culture and politics.

We are an Arts Council England National Portfolio Organisation and also receive regular funding from the Norwegian Free Expression foundation, Fritt Ord.

## THE ROLE

We are looking for an experienced, friendly Finance Officer (maternity cover) to maintain our financial records, handle receipts and payments, and uphold our systems and processes over the coming year.

You'll be excellent at organising your work to meet month end deadlines, confident about checking in with the Resources Director and other staff when necessary, and able to communicate with customers and suppliers in a clear and positive way.

You'll take responsibility for all transaction processing, payroll preparation and reconciliations, working to a month end checklist. The Resources Director compiles the VAT Returns and management accounts, and currently handles accruals, prepayments, accrued and deferred income – depending on your level of experience these month end journals could become your responsibility.

Free Word uses TasBooks for bookkeeping, and processes payroll in house using Sage Line 50 Payroll.

## RESPONSIBILITIES

### EXPENDITURE

- Set up new supplier accounts
- Process approved supplier invoices and payments into TasBooks
- Export and upload payments into the online banking system
- Issue remittance advice to suppliers by email
- Process staff and trustee expense claims and credit card returns
- Process direct debit payments

### INCOME & TICKET SALES

- Issue scheduled invoices for rent, recharges and membership
- Process daily income from ticket sales, merchandise and bar sales into TasBooks
- Process receipts from customers into TasBooks
- Produce ticket sales statements for third party events and arrange payouts
- Handle credit control, chasing late payers as required

### BANKING

- Review and finalise monthly petty cash records
- Carry out monthly bank reconciliations
- Visit the bank as necessary to pay in cash takings and top up petty cash

### PAYROLL

- Process monthly payroll through Sage Line 50 Payroll for around 20 staff, including issuing of payslips and setting up payments

# FREE WORD

- Handle payroll administration for leavers, joiners, pension contributions, childcare vouchers
- Submit accurate, timely information and payments to HMRC

## OTHER

- Complete the month end checklist, working to agreed reporting deadlines
- Keep accurate, up to date records and maintain the finance filing system
- Produce reconciliations and other reports as requested by the Resources Director
- Ensure that Free Word's financial controls and procedures are followed
- Ensure accurate recording of VAT
- Handle customer, supplier and staff queries
- Keep the Resources Director updated with your progress, and informed of any financial anomalies or other issues as soon as they are discovered

## GENERAL (ALL STAFF)

- Advocate for Free Word's vision, mission and activities
- Uphold and implement Free Word's policies, procedures and plans
- Undertake any other duties that may reasonably be required

## PERSON SPECIFICATION

### QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- AAT Qualified, or equivalent qualification/part qualification and experience
- At least 1 year's bookkeeping and financial administration experience, ideally for a charity
- Experience of operating payroll – ideally using Sage Line 50
- Experience of using financial software suitable for SMEs e.g. TasBooks, Sage, Quickbooks Xero
- Good general understanding of VAT
- Awareness of customer data regulations (GDPR)

### SKILLS

- Intermediate Excel skills: able to produce well presented calculations and reconciliations using formulas
- Good at prioritising and working to deadlines
- Good 'detective' skills, e.g. able to resolve issues with reconciliations

### ATTRIBUTES

- Friendly, approachable and positive
- Excellent attention to detail
- Clear written and verbal communication
- Organised and methodical
- Excellent attitude towards upholding policies, procedures and legal compliance

## HOW TO APPLY

Please complete

- An application form
- Equal Opportunities monitoring questionnaire, to help us understand whether we are succeeding in promoting equality of opportunity and encouraging representation. This is completely separate from your application – we do not connect the two

The application form is downloadable from the Free Word website, where you will also be able to view our Applicant Privacy Policy:

<https://freeword.org/about/#section-vacancies>

The monitoring questionnaire is available here for completion online:

<https://www.surveymonkey.co.uk/r/NRPP3SK>

Please send your application by email with the form attached to [jobs@freewordcentre.com](mailto:jobs@freewordcentre.com) by **midday on Wednesday 17 April 2019** with the subject heading **Finance Officer application**

Interviews are expected to take place **23-25 April 2019**

All applicants will receive a response from us to confirm whether or not they have been selected for interview

## FURTHER INFORMATION

If you have any difficulty opening or viewing the recruitment documents, please email [jobs@freewordcentre.com](mailto:jobs@freewordcentre.com) with the subject heading **Finance Officer documents**

If you have any questions, please email [jobs@freewordcentre.com](mailto:jobs@freewordcentre.com) by **6pm on Monday 15 April 2019** with the subject heading **Finance Officer questions**

Thank you very much for your interest in this role, and we look forward to hearing from you



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