

Art Explora UK

Somerset House
London WC2R 1LA
infouk@artexplora.org
www.artexplora.org

Job description

Job title: Finance Manager
Reports to: Director
Salary: £200 per day
Hours: 1 day / 8 hours per week
Terms: Fixed term contract for 1 year
Location: Central London and / or remote working. 1 day per month required in London office.
Closing date: Monday 18 November 2024

*Non-UK nationals will require current and valid permission to work in the UK.
No agencies please.*

Background

Art Explora UK was founded in the UK in 2021 and is registered UK charity no. 1202489. We are a small team of 5 based in Somerset House, London. Art Explora has offices in France and the UK.

Art Explora's mission is to increase access to arts and culture, encouraging new forms of participation and engagement between arts and audiences. We work in partnership with artists, cultural organisations and communities, across all art forms, to create transformative cultural experiences and encourage a life-long love of the arts.

www.artexplora.org

Overview of this role

We are looking for an experienced Finance Manager to set up robust systems, oversee all our financial operations and provide strategic financial planning to the director and board. You will work in partnership with our external accountants who provide annual audited accounts.

This new position will assist with streamlining current systems, setting up new processes, and supporting the director to achieve robust, transparent and accurate financial management for this new and ambitious art charity.

You will work in a small but dynamic team who share a passion for arts engagement and the positive benefits of access to arts and culture.

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Responsibilities

- Oversee all charity accounts
- Review/set up systems for the team to manage and track project budgets
- Oversee all invoices per project
- Update and maintain Xero accounts system
- Set up, make and track payments within agreed limits
- Assist with annual budget and programme forecasts
- Cash flow forecasts
- Supply project accounts when requested
- Monthly financial reports and quarterly management accounts
- Financial reporting for board meetings
- Expenses processing / oversight
- Set up and prepare Gift Aid submissions, as required
- Manage donation payment processes
- Ensure the charity has appropriate financial policies and procedures in place taking account of legislation and best practice.

Essential experience

- At least two years' experience in a responsible finance role, ideally in the charitable sector
- Excellent working knowledge of IT, spreadsheets, word processing and computerised accounts packages.
- Experience of preparing high quality, accurate accounts, financial data and reports
- Experience of budgeting, budget tracking and producing reports as required to support budget holders
- Able to produce and implement clear financial procedures
- Setting and meeting deadlines, managing simultaneous tasks and objectives
- Working positively as part of a team
- Commitment to diversity in terms of lived or professional experience
- Outstanding attention to detail and accuracy
- Ability to use initiative, work independently, prioritise and take ownership
- Operates with integrity and honesty at all times
- Previous experience of working with Xero accounting software

Desirable experience

- Experience of submitting budgets for funding applications
- Knowledge of public, not-for-profit and private organisations involved in provision of arts and cultural services

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Essential qualifications

- Finance qualification such as AAT (minimum level 2 or equivalent).

General requirements

- Share the mission and values of Art Explora
- Participate positively in internal/external events, meetings and training as required
- Positively participate in one to ones and appraisals.
- Ensure that relevant policies, procedures and working practices are always adhered to.
- Positively contribute to to Art Explora UK team working environment, taking ownership of issues and supporting colleagues where appropriate.

To Apply

Please email infouk@artexplora.org with your CV and Cover Letter (500 words max.)

Closing date: 9am Monday 18 November, 2024.

Please note that the closing date is given as a guide. On occasion, we might close a vacancy early due to a high number of applications being received.

Interviews will take place w/c 25 November 2024 in London.

We are an Equal Opportunities Employer and welcome applications from people with diverse backgrounds. We strive to promote an inclusive environment, which celebrates and promotes diversity.

For any queries regarding eligibility or the job specification please contact infouk@artexplora.org and we will get back to you as soon as possible.

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To Apply

Please complete the relevant online application form:

Option 1: if you have a google account **xxxxxx**

Option 2: if you don't have a google account **xxxxxx**, complete the form and email infouk@artexplora.org with your CV and Cover Letter (500 words max.)

Deadline: 9am Monday 18 November, 2024.

In-person interviews will take place w/c 25 November 2024 in London.

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