

**OLD FIRE
STATION**

Bookkeeper Recruitment Pack

Art is for everyone.
Everyone has potential.



About Old Fire Station, Oxford

The Old Fire Station is a centre for creativity in Oxford housing two organisations: the homelessness charity Crisis and the Old Fire Station (OFS). We share our building.

OFS encourages people from all backgrounds to understand and shape the world in which we live through stories, creativity and the arts, and by connecting with others.

ART IS FOR EVERYONE. EVERYONE HAS POTENTIAL.

Read our 2023 impact report [here](#), and watch short videos about the OFS [here](#) and [here](#).

Learn more about our projects [Marmalade](#), [Offbeat](#), [Hidden Spire](#) and [Storytelling](#).

What we do

Produce and present across art forms

We want our reputation to be good-quality art, in person and online, which is aimed at adults, takes a risk, asks questions and entertains. We want our audiences to have fun and be open to new ideas and different people.

Help people to be creative

We want people to be able to write, sing, draw, devise, design, perform, move, make, imagine, play and create – physically and online – individually or with others and to a high standard. Creativity includes artistic practice but also extends to technology and science and imaginative thinking. We want people to tell their own stories using the medium that works best for them.

Support artists

We want early to mid-career artists from all disciplines to have access to the advice, networks and promotion they need to develop their practice as creatives and as facilitators of other people's creativity.

Include people facing tough times because of disadvantage

We share our building with the homelessness charity, Crisis. Through this partnership, we offer people who are homeless space to define themselves and choose their own labels by including them in the running of the centre. We also seek to include others who are socially isolated and disadvantaged. We do not focus on homelessness. We focus on what people who face disadvantage can offer.

Work with communities across Oxford

With Crisis, we offer a public space which is shared by very different people and helps to break down barriers and promote solidarity in Oxford. We will also work through partnerships beyond our building with different communities around Oxford.

What we consider in everything we do

Be human friendly

This means working with others to

- educate ourselves about healthy organisational culture and decision making
- take practical steps to develop honest supportive relationships within our team, with our volunteers, our partners and funders and with the public
- use our creativity to promote services founded on good quality relationships and learning

It also means having fun!

Experiment and Listen

To make great art and to achieve change we have to experiment and play.

This means taking risks, being prepared to fail and being able to adapt and respond.

It also means listening carefully to those with whom we work (especially to dissent), reflecting deeply on what we do and how we do it, and measuring impact primarily through storytelling.

Build financial resilience

This means ensuring that we are here for the long term by diversifying income streams, securing core and project funding, developing the business, minimising expenditure whilst delivering our mission and maintaining appropriate levels of reserves. It also means ensuring that those we work with are properly paid to help them become financially resilient.

Unlearn Discrimination

This means working with others to

- educate ourselves about racism and other forms of discrimination in cultural organisations (especially with regards to disability and class)
- take practical steps to become more representative of diverse communities
- use our creativity to explore diverse culture and challenge ignorance or abuse

Face the Climate Emergency

This means working with others to

- educate ourselves about the emergency
- take practical steps to reduce carbon emissions
- use our creativity to help our community face the challenges ahead



How do we do it?

We do all this by focussing on:

- good quality relationships
- listening and learning
- encouraging creativity and risk-taking
- offering a public space which is welcoming to all
- working collaboratively online, outside and elsewhere

Why is this needed?

Oxford is globally renowned for stunning heritage and outstanding research.

Oxford is also a place of disadvantage and inequality.

Oxford needs the Old Fire Station because it is about openness, inclusion, looking forward and different thinking.

The Old Fire Station acts as a bridge between sectors, organisations and people.



About the role

This role will support the Finance Manager in all aspects of accounting and financial management responsibilities including processing supplier invoices, issuing monthly sales invoices, reconciling bank accounts, supporting preparation of managements accounts, budget and year end accounts. The role will also be liaising with the admin team, as well as other internal departments, suppliers and customers.

You will also oversee the day-to-day accounting and financial management tasks to ensure that the charity's accounts are accurate and up to date and ensure that the various tasks are completed in a timely and efficient manner.

Salary: £21,200 (0.8) / 26,500 (FTE)

Benefits: Annual leave entitlement of 33 days (pro rata), including bank holidays
Some days need to be taken at specified times during the year, e.g. Christmas to New Year closure dates
Additional annual leave awarded for long service
Free tickets to selected shows
Birthday coffee and cake voucher
Staff discount in the café
A pension is offered to all employees

Contract: This post is offered at part time, 29.5 hours per week.
The hours can be worked over a flexible pattern.
Permanent role, subject to a 6-month probationary period.

Line managed by: Finance Manager

Line manages: None

Supervises: Volunteers and Crisis Members when required



Key responsibilities of the Bookkeeper

Bookkeeping & Financial Transactions:

- Record day-to-day financial transactions and complete the posting process.
- Maintain accurate bookkeeping records up to the trial balance stage.
- Assist with month-end tasks and processes, ensuring timely and accurate financial reporting.

Accounts Payable:

- Process supplier invoices (via Dext and QuickBooks) and reconcile supplier statements.
- Match supplier invoices with purchase orders and manage payment remittances.
- Handle supplier queries and staff expense claims efficiently.

Accounts Receivable:

- Raise sales invoices in accordance with the Sales Order master sheet.
- Assist with credit control by chasing late payments and reconciling income streams such as payments, donations, and grants in collaboration with the fundraising team.

Bank Reconciliation & Cash Handling:

- Reconcile bank accounts (volunteer and petty cash accounts).
- Handle cash transactions and ensure proper posting onto QB / Cash log spreadsheet
- Managing Petty Cash
- When required make card purchases and log in Purchase Order record

Payments & Salaries:

- Prepare and check fortnightly payment runs
- Upload salary payments to the online banking system
- Process payments and receipts into accounting software (QuickBooks)

Compliance & Financial Support:

- Ensure compliance with charity-specific accounting regulations
- Support budgeting and financial planning activities by working closely with the finance team and department managers
- Provide training and support to colleagues on finance procedures, such as sales orders, purchase orders, petty cash and expense claims.

Financial Processing for Hire and performances:

- Support the Head of Programming to ensure timely processes around ticket sales reports and payments to companies
- Support the Head of Programming to compile PPL and PRS reports to ensure music royalties are correctly recorded
- Support the Bookings Manager to create invoices for commercial hires, performance hires and monthly classes.

Additional responsibilities:

- Act as the primary point of contact for cash-related queries from staff, offering expert advice and support.
- Assist the Finance Manager with various accounting tasks and special projects as needed.
- Support the development and delivery of the organisation's Arts Training Scheme.



Selection Criteria

If you have all or most of these, please apply:

- Proven experience in bookkeeping and accounting, particularly with accounts payable and receivable.
- Proficiency with accounting software, particularly QuickBooks and Dext.
- Solid understanding of Microsoft Excel including advance features and data analysis
- Working towards or being open to training for AAT level 2
- Excellent communication skills with the ability to liaise effectively with colleagues, customers, and suppliers.
- Strong attention to detail and the ability to maintain accurate financial records.
- Familiarity with charity-specific accounting regulations and experience in the non-profit sector is an advantage.
- Ability to handle multiple tasks and meet deadlines in a fast-paced environment.
- Strong problem-solving skills and a proactive attitude.
- A willingness to undertake appropriate training
- Energy and enthusiasm to be part of a small team

How to apply and what to include

Applications received

To apply, please send us your CV and complete the application form, which you can download from our website.

We also accept audio or video applications.

If you require a printed copy of the application form, please email recruitment@oldfirestation.org.uk or call 01865 294608.

We recommend the software Speechify for reading aloud the job description and application form.

Please email your application to recruitment@oldfirestation.org.uk by **Monday 9th December 2024, 12 noon.**

Interviews

Interviews are expected to take place on **Monday 16th and/or Tuesday 17th December 2024.**

If you are invited to interview, we will confirm beforehand who will be on the interview panel.

What should I include in my application?

You are welcome to contact the Finance Manager Elena Messineo for an informal discussion in advance please e-mail elena.messineo@oldfirestation.org.uk

What has led you to apply?

What excites you about working with us?

What experience and skills do you bring?

What training and support would you need in the role?

Anything else you think we need to know about you.

Still have questions?

Please email recruitment@oldfirestation.org.uk

We think it is important to hire people from a wide variety of backgrounds, representative of our society, not just because it is the right thing to do, but because it enriches the arts for all and makes us stronger as a team.

We welcome and encourage applications from individuals with lived experience of discrimination and disadvantage due to class, disability, ethnicity, gender identity and expression, neurodivergence, race and sexual orientation. Please tell us if you have this lived experience in your application. Based on this, if you meet the selection criteria, we are committed to offering you an interview.

We are keen to learn more about the barriers to inclusion and it would be really helpful if you could also fill in our [demographics monitoring form](#). This is anonymous and is for us to assess how well we are doing in terms of attracting applications from people who experience discrimination.