

UNLIMITED

Finance Officer Applicant pack

About Unlimited

Unlimited is a disabled-led commissioning organisation. We commission extraordinary work from disabled artists that will change and challenge the world.

We support, fund and promote new work by disabled artists, for UK and international audiences. We're funded by Arts Council England, Arts Council of Wales, British Council, Creative Scotland, Fidelity Foundation and Paul Hamlyn Foundation.

Since 2013, we've supported over 521 artists. Backed by funds of £6.5 million. Their work has reached audiences of over six million people. This makes us the largest supporter of disabled artists world-wide.

We're an Arts Council England National Portfolio Organisation 2023-27. Read more about what this means for us [here](#).

We're unique. We work across the whole of the UK and across all disciplines, proving that disabled artists are, indeed, unlimited.

We feel that with all the current social and political challenges, the work of disabled artists is more vital than ever. By pursuing our vision and practising our values, we'll play our part in the cultural, social and economic recovery and future of the arts sector not just in the UK, but internationally.

With an intersectional disabled-led team and board, we're passionate not just about talking about equality and diversity, but actually putting it into action.

We have a new hub base in Wakefield, but a team that's geographically dispersed across the UK so this job can be done from any of the UK nations.

Unlimited is steered by a board of trustees (currently 92% disabled people). Our current team is a team of 17 (currently 82% defining as disabled people, having access requirements, or long-term health conditions). Read more about our team and board [here](#).

Our mission

Unlimited shall commission extraordinary work from disabled artists until the whole of the cultural sector does. This work will change and challenge the world.

We have four values:

- We are Unlimited
- We value Equity
- We value Artists
- We are Radical

Our mission and values are for the board, staff, freelancers, artists, allies, and others we connect with. We'll ensure they're at the heart of what we do and how we do it.

We work through five strands.

We COMMISSION disabled artists in order to make CHANGE.

We SUPPORT and DEVELOP disabled artists and CONNECT them with the sector.

We SUPPORT and DEVELOP the sector and CONNECT them with disabled artists.

Find out more here.

Inclusivity, diversity and access

We love inclusivity and value lived experience in all its forms.

People from the global majority*, who are LGBTQIA+, disabled** and/or from working class or low socio-economic backgrounds are particularly encouraged to apply.

* This includes, but is not limited to, people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, West Asian, Arab, Latinx, Jewish, Romany and Irish Traveller heritage.

** This includes but is not limited to, those who define as disabled people, as people with long term health conditions, as deaf, Deaf, neurodivergent or in relation to their health-related access requirements.

People from these groups are still currently under-represented in the arts nationwide, and we're committed to challenging and changing this.

In addition to this written format, our applicant packs are available in large print, BSL and audio formats on our website.

We're happy to provide our candidate packs in other formats, including Braille, on request. Please contact us via email at recruitment@weareunlimited.org.uk or call on 07506 679968.

We don't anonymise applications and we reference equalities data for balancing our shortlist as one of our scorable criteria is to add to the diversity of our team. Read more about how we recruit in one of recent blogs [here](#).

Key facts about the role

Job Title: Finance Officer

Responsible to: Finance Manager

Type of Contract: Permanent

Hours: The role is envisioned to be 40 hours (full time), but we also welcome applications for 32 hours (0.8 full time equivalent) including breaks.

Salary: £29,757 per annum, pro rata

Benefits

Working hours: Unlimited has a highly adaptable working culture with flexible working hours. We operate a time off in lieu policy to compensate for occasional travel and weekends/evening work that may be required.

Remote working: All members of Unlimited's team can work from home, from a local arts organisation base (when determined) and, if within commutable distance from Wakefield, at the hub office.

Training and development: Unlimited are committed to staff training and development, individually and as a team. Disability Equality Training is provided to all employees.

Policies and procedures: The team work collaboratively to develop our policies and procedures ensuring that our ways of working are people focussed.

Access: Unlimited is delighted to meet reasonable adjustments, to adjust existing practices and procedures to meet access requirements and supports all team members to apply to Access to Work to cover relevant costs.

Annual leave: 25 days plus Bank/Public holidays plus one day for each extra year of work for Unlimited up to a maximum of five days (full time equivalent).

Mental health days: Three days.

Away days: The team are committed to meeting throughout the year at locations across the UK.

Art fund: All team members are given £100 to contribute towards purchasing a piece of artwork produced by a disabled artist.

About the role

We're looking for a person to join our Finance team, working alongside the existing Finance Officer and supporting the Finance Manager in handling all of the charity's accounting needs.

Responsibilities (shared with part-time Finance Officer) include:

- Recording all income and expenditure transactions in Quickbooks, ensuring correct coding, full supporting documentation and approvals are in place, per our Finance Policy and Delegated Authority. These include but are not limited to:
- Processing purchase invoices and expense claims, and monitoring creditors on a regular basis
- Processing grants to beneficiaries
- Processing chargecard statements
- Recording income, raising sales invoices as required, and monitoring debtors on a regular basis, taking credit control actions where needed
- Liaising with staff, artists, creditors and any other related parties as needed
- Managing the weekly payment run process, ensuring payment queries are recorded and resolved
- Administering the charity's bank accounts, ensuring minimum balances are maintained and transactions are correctly posted and reconciled to the statements
- Administering monthly payroll via Moorepay, ensuring related transactions are correctly posted and payments are processed accordingly
- Administering timely Access to Work claims, liaising with Department of Work and Pensions and staff members as needed
- Participating in month end closing process, including monthly journal postings and supporting reconciliations, to agreed schedule
- Ensuring the accuracy of transactions input into Quickbooks via regular review

- Investigating and resolving discrepancies relating to the accounts, raising any issues and/or concerns with the Finance Manager
- Assisting with the training of new Finance staff as needed
- Supporting the Finance Manager with monthly/quarterly management accounts packs
- Supporting the Finance Manager with tri-annual budgeting/forecasting process
- Supporting the Finance Manager with the annual audit
- Any other tasks as required by the Finance Manager and/or Director

Other Duties

- Attend all staff, programme, and project meetings as well as Away Days, as required.
- Adhere to our values, policies, and procedures; contributing to their development to make them more accessible and inclusive.
- Champion intersectionality and diversity in all its forms.
- Work collaboratively and supporting other staff in their areas of work when required.
- Any other duties that may from time be required by the Senior Producer or Director.

This job description is a guide to the nature of the work required of this position. It's neither wholly comprehensive nor restrictive and will be reviewed on a regular basis to ensure its accuracy and validity.

For any questions regarding the information above, please contact info@weareunlimited.org.uk.

What are we looking for?

This is the person specification for this role, we expect the person delivering this role to meet all the essential requirements and have some of the desirable ones too.

Essential

- Minimum of 2 years' experience working in a similar charity finance role
- Bookkeeping Qualification or demonstrable equivalent level
- Experience of day-to-day finance procedures

- Experience of using accounting software, such as Quickbooks, Xero or equivalent
- PC literate with good knowledge of Microsoft Office, especially Excel
- Excellent attention to detail and accuracy, with a methodical approach to administration
- Good verbal and written communication skills
- Be self-motivated with good organisational skills and ability to work to deadlines
- Comfortable working remotely, both independently and within a team
- Commitment to best practice

Desirable

- Experience of working with a team with varied access requirements.
- Knowledge of UK wide culture sector, its barriers and structures.
- Enthusiastic about Unlimited's vision.
- Experience of remote working.
- Adds to the diversity of our current team.

How to apply

Applications can be made in text, audio or video (use whichever methods you prefer) via our online application portal.

Ultimately, we want to know why you'd be great at this role, and we don't mind how you share this with us. If you prefer, you can also apply via email, and we will upload the contents to the application portal for you.

Access the application portal here.

[Access a Word Document version of the application questions here.](#)

If there's another method that you'd prefer to use to apply due to your access requirements, please let us know. We want to remove as many barriers to applying as we can.

Interviews will be held virtually via video (usually Zoom). Every selection panel for every role at Unlimited will include at least one global majority person and a minimum of 50% disabled people.

If you have any general questions about applying or would like to share with us any feedback you have about the application process, please email us on recruitment@weareunlimited.org.uk.

Recruitment timeline

Deadline for applications: Friday 29 November 2024, midday

All applicants contacted by: Wednesday 4 December 2024

First stage interviews: Tuesday 10 and Wednesday 11 December 2024

Second stage interviews: Tuesday 17 December 2024

Suggested start date: ASAP

We recognise how much time and effort goes into crafting and submitting an application, so we'll review each with the same care and attention. We do this by looking in detail at the application with reference to our essential and desirable qualities mentioned in the person specification above.

If the interview dates don't suit you, please tell us in your application.

If you're selected for an interview, we'll send you the interview questions in advance. This is usually a couple of hours before the interview itself (this is so people don't over prepare – it's not an exam and the questions don't require research or have 'right' or 'wrong' answers). If, for access, you would like them earlier than this, just let us know.

We'll let you know if our timelines change, and you'll hear from us no matter what the outcome of your application.

If your application doesn't result in an interview, we'll let you know but sadly we can't offer feedback if we've received over 30 applications for a role as we just don't have the staff capacity.

We'll contact all interview candidates with the outcome of the interview.

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