

FINANCE OFFICER

Type of contract:	Full Time Permanent
Salary:	£24 – 26.5 per annum. Part time hours would be considered.
Hours of work:	37.5 hours per week, to be worked during the hours of 9.00am to 5.30pm on Monday to Friday inclusive, with a daily unpaid lunch break of 1 hour. The post holder will be expected to be flexible and there may requirement to work such days and hours that might vary in accordance with business requirements, such as Festival periods.
Reports to:	Finance Director
Pension:	5% employee and 3% employer.
Holidays:	25 days per year, plus Christmas shutdown (3 days) and public holidays
Location:	Hay Festival offices, The Drill Hall, Lion Street, Hay on Wye, HR3 5AD

Overview

Hay Festival is one of the worlds’ leading art and literature festivals, bringing readers and writers together to share stories and ideas in events live and online.

Writers, artists, scientists, historians and musicians take part in the Festival’s global conversation, sharing the latest thinking in the arts and sciences with audiences across the world. A wide programme of education and outreach work runs alongside all of the festival’s events, engaging young people and communities and supporting generations of new writers.

The festival reaches a global audience of millions each year and continues to grow and innovate, building partnerships and initiatives alongside some of the leading bodies in the arts and media.

Summary

Reporting to the Finance Director, the Finance Officer will be the key contact for day to day financial aspects of the organisation and will assist in the administration and maintenance of an effective and robust finance department for the Hay Festival.

General Duties

This list is not exhaustive and the successful candidate should be flexible and prepared to support the core staff team at busy times.

- Manage payroll and pension function and ensure all returns and payments are made accurately and on time.
- Manage purchase ledger invoices, expenses, and credit notes.
- Prepare and post weekly and monthly supplier payment runs in GBP and other currencies.
- Reconcile supplier statements and bank accounts, resolving any discrepancies.
- Monitor donor/membership schemes reporting to Development team
- Reconcile monthly credit card accounts and post to relevant expenditure codes.
- Reconcile all card sales transactions
- Identify opportunities to claim Gift Aid and process and manage all gift aid claims
- Assist with accruals, prepayments, and month-end processing leading to management accounts.
- Participate in the preparation of statutory accounts and compile relevant schedules and analysis.
- Maintain a grant management system to ensure reporting requirements are met and to inform cash flow management.
- Manage petty cash, and onsite cash during festivals
- Proactively chase customer payments and manage overdue accounts.
- Create sales invoices and allocate sales receipts
- Maintain Fixed Asset Register
- Produce quarterly VAT returns

Person Specification

Hay Festival are seeking an experienced Finance Officer. This is a job for an extremely organised, confident and proactive multi-tasker, it requires an abundance of energy, resourcefulness and a keen eye for detail. The ability to prioritise effectively and communicate efficiently is key.

Essential

- Knowledge of VAT schemes including partial exemption and EU VAT.
- Experience and knowledge of working in the charity sector.
- Highly organised and motivated. Excellent written communication and administrative skills with a strong attention to detail.
- The ability to be independent and self-motivated - taking initiative and ownership - as well as participate in a team with sensitivity and flexibility.
- A good communicator able to deal with staff / suppliers/ sponsors and statutory funding bodies effectively.

- The ability to manage multiple priorities and meet project timelines and a flexible approach to developing and delivering the post.
- Discretion and a proven ability to handle confidential and sensitive information.
- Demonstrate a willingness to undertake training as required for the development of the post and enhancement of the company's skills base.
- Knowledge of Sage Accounts Payroll and accounting systems
- Excellent IT knowledge, strong excel skills.
- Full Driving Licence.

Desirable

- Experience of working in the not for profit sector particularly in Arts Organisations.

Hay Festival strives to be a diverse and inclusive employer. We value difference and recruit by merit based on fair and open competition and welcome candidates from all backgrounds. We particularly encourage applications from people or social groups that are currently underrepresented in the creative industries.