

# UNLIMITED

## Finance Officer Easy Read Information Pack

### About Unlimited



Unlimited is a commissioning organisation, led by disabled people. Commissioning means we give money to people.



We give money to disabled artists. We do this so they can create great art that changes and challenges the world.



Since 2013, we have been given £6.5 million of funding by different organisations. With the £6.5 million, we have supported over 521 artists.



Over 5 million people have seen these artist's work. We are the largest supporter of disabled artists world-wide.



Living by our vision and values, we will make sure that we are supporting the future of the arts in the UK and around the world.



We are led by disabled people and have a diverse team, with people from lots of different backgrounds and cultures. Everyone is welcome and valued.

## 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.”



The cultural sector is the creative industries, like art, theatre, film, television, radio, music, books, design, architecture, and advertising.

## Our Values



1. We are **Unlimited** – we want artists to express themselves in different ways, without barriers.



2. We value **Equity** – each artist is different and gets different support to make sure they have the same chances as everyone else.



3. We value **Artists** – we value what they give to the world.



4. We are **Radical** – which mean we use a different approach to doing things, which has not been done before.



Read more about what we do here:

<https://weareunlimited.org.uk/our-work/what-we-do/>

## About the role



We are looking for a person to join our finance team. They will work with the Finance Officer and support the Finance Manager with the charity's money.



The role is permanent, with a salary of £29,757 per year for 40 hours per week or £23,805.60 per year for 32 hours per week.



Travel, evening and weekend work is sometimes needed.

## Responsibilities



**Keeping Track of Money:** Recording all incomings and outgoings using QuickBooks.



**Bill Management:** Handling bill payments and tracking regular spending.

**Grant Giving:** Giving money to individuals or groups.



**Card Payments:** Managing credit card statements.

**Income Handling:** Tracking earnings, sending bills, and sorting out unpaid balances.



**Communication:** Speaking to team members, artists, and people we owe money to.



**Weekly Bill Payments:** Managing weekly payments and resolving issues.



**Bank Account Management:** Making sure correct recording of bank transactions.



**Paying Wages:** Recording salary information so payments are correct (we use Moorepay to help us).



**Work Claims:** Managing access to work claims.



**Month-End Tasks:** Finalising accounts and make sure everything is correct.

**Account Issues:** Investigating and resolving account issues.

**Staff Training:** Training team members.

**Support Finance Manager:** Assisting with reports, budgeting, and yearly checks.

## Other Duties



- Attending meetings and away days
- Following our values, policies, and procedures
- Supporting everyone to understand and respect each other.
- Working together and supporting staff when needed.



This job description includes most of the responsibilities but does not include everything. We may change it from time to time.



## What are we looking for?

Skills or experience you **must** have:

- More than 2 years' experience working in a similar role.
- Bookkeeping or similar qualification
- Experience of day-to-day finance procedures
- Experience of using accounting software, such as QuickBooks, Xero, or something similar
- Good at using a computer, including Microsoft Office, and especially Microsoft Excel
- Good spoken and written communication
- Good organisational skills and ability to work to deadlines.
- Committed to doing things in the best way.

Skills or experience you **might** have:

- Worked with a team with accessibility needs.
- Knowledge of the cultural sector in the UK, including its barriers to disabled people.
- Enthusiastic about Unlimited's vision.
- Experience of working from home.
- Lived experience that would add to the diversity of our team.

## Benefits



- Flexible working hours.
- Work from home, our office, or another office.
- Training and development
- Away days across the UK.
- Reasonable adjustments for disabled staff
- 25 days holiday plus Bank/Public holidays
- 1 extra day off for each year, up to 5 days.
- 3 mental health days.
- £100 toward art made by a disabled artist.



## How to Apply



Apply with text, audio, or video here:

<https://weareunlimited.submittable.com/submit>

The application questions are here:

<https://weareunlimited.org.uk/opportunities/work-with-us/apply-finance-officer/>



We would like applications from people of all backgrounds, especially those not often seen in the arts.



If you want this job pack in a different format or want to apply in a different way, contact us at:

[info@weareunlimited.org.uk](mailto:info@weareunlimited.org.uk) or 07506 679 968





## Recruitment Timeline

**Application deadline:** Midday, 14 June 2024

**Contacted by:** 24 June 2024

**Interviews:** 5 July 2024

**Job start:** Late July/August 2024



## Interview Information

- Interviews will be online, usually using Zoom.
- Interview questions will be sent a few hours before.
- Let us know if you need any reasonable adjustments.
- We will let you know if the dates we have given above change.
- If the interview dates do not suit you, please tell us in your application.