

ICA Finance Officer - Job Description

Job Title: Finance Officer

Reporting to: Financial Controller

Contract: Permanent, part-time

Hours: 3 – 4 days per week, 10am – 6pm

Salary: £28,000 per annum (full time equivalent), pro rata to 3-4 days per week

ABOUT THE ICA

The Institute of Contemporary Arts (ICA) is London's leading space for contemporary culture. We commission, produce and present new work in film, music, performance and the visual arts by today's most progressive artists. In our landmark home on The Mall in central London, we invite artists and audiences to interrogate what it means to live in our world today, with a genre fluid programme that challenges the past, questions the present and confronts the future. The cross-disciplinary programme encourages these art forms and others to pollinate in new combinations and collaborations. We stage club nights and film festivals, gigs and exhibitions, talks and digital art - with interplay and interaction at the core of all we do. Our history of presenting and promoting visionary new art is unrivalled in London: from Kenneth Anger to Kathy Acker, Kano to Klein, Jackson Pollock to Jean-Michel Basquiat, Gay Sweatshop to Forensic Architecture, Pop Art to queer techno. Today, as ever, our inclusive programme reflects and represents who we are as a disparate and diverse collection of cultures and identities.

ABOUT THE ROLE

The Finance Officer will work within the Finance team, consisting of the Financial Controller and Director of Finance and Operations. They will also liaise and work collaboratively with all other departments across the ICA to ensure accurate recordkeeping and processing of all financial information. The successful candidate will have excellent attention to detail and accuracy in their work as well as the ability to problem-solve to ensure reconciliation of any discrepancies in finances and propose corrective actions for these. The Finance Officer will provide general support to the Finance team and the wider ICA team in carrying out important administration including coding and processing invoices, preparing payments, assisting the Finance team during company audits and in preparing financial reports for grants and other funding sources.

The Finance Officer will be responsible for...

- Accurately recording financial transactions, including invoices, expenses, and income.
- Reconciling of the Balance sheet accounts.
- Assisting in the reconciliation of bank statements and credit card transactions.
- Monitoring and tracking Credit Card expenses, identifying discrepancies and proposing corrective actions.
- Processing invoices and preparing payments to artists, contractors, and suppliers.
- Verifying the accuracy of invoices and resolving any discrepancies.

- Monitoring accounts receivable, following up on outstanding payments, and ensuring payment within terms.
- Handling and preparation of cash deposits from daily sales.
- Collaborating with team members to ensure transactions are coded correctly and allocated appropriately.
- Posting of Month/Year end transactions in a timely matter and assisting with preparation of internal reporting.
- Assisting in the preparation of financial reports for grants, donors, and other funding sources as needed.
- Helping with the preparation of financial statements, VAT transactions, and other regulatory compliance requirements
- Assisting in gathering and organising financial documents for internal and external audits.
- Providing general administrative assistance to the finance department, such as filing, data entry, and correspondence.
- Collaborating with other team members to support the overall operations of the organisation.
- Staying informed about relevant financial regulations and compliance requirements.
- Assisting the Financial Controller or Director of Finance and Operations with ad-hoc tasks.

ABOUT YOU

The Finance Officer will have...

Essential:

- Proficiency in Microsoft Excel or similar spreadsheet software.
- Be working towards or considering studying accounting ACCA/CIMA/ACA exams.
- Strong attention to detail and accuracy.
- Ability to problem-solve.
- Excellent organisational and time management skills.
- Strong communication skills and ability to work collaboratively in a small team.

Desirable:

- Familiarity with Sage50 Accounts and Spektrix.
- Prior experience in finance or accounting roles, particularly in data entry and financial recordkeeping preferred.
- Have knowledge of reconciliation of PDQ machines & cash
- Passion for the ICA or contemporary arts and culture is a plus.
- Able to work in the office (SW1Y 5AH) for a minimum of 3 days per week.

ICA for all

Our aim is to become a truly organisation with a workforce, audience and Board as diverse as the communities we serve. This is critical in safeguarding the future of the ICA and our ability to contribute to culture in the UK. We want our workforce to be reflective of all sections of society at all levels of the organisation and the ICA expects all employees to contribute to this aim as part of their role.

Our Values

Open: We are welcoming, generous, spirited and listen to all our audiences.

Bold: We have the courage of our convictions, keen to take artistic risks and admit our failures.

Kind: We value everyone that enters our building, our partners and those that we work with.

Benefits

- 23 days annual leave
- A workplace pension scheme with The People's Pension
- Complementary tickets to ICA exhibitions, cinema screenings and events (where feasible)
- 25% discount on bar and café, 10% on bookshop and discounts with editions
- Annual season ticket loan
- Cycle to work scheme
- Provision of eye tests