

## Recruitment Application Pack Finance Officer



## Application Pack for the role of Finance Officer

Thank you for inquiring about the above opportunity. The closing date for receipt of applications is 9am Friday 02 June 2023. Interviews will be held on Thursday 08 June 2023

Enclosed within this application pack you will find:

- Information about Trinity Community Arts
- Job description
- Person specification
- Trinity Recruitment Policy

### How to Apply

To apply, please download and complete an online application form by visiting [here](#) and email to [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) with " Finance Officer" in the subject line. Please complete our anonymous Equal Opportunities form [here](#)  
Please note we do not accept CV applications.

### Commitment to Equal Opportunities

Trinity is an Equal Opportunities employer and actively encourages applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describing exactly how you meet the requirements, as this is the basis on which candidates will be shortlisted for interview.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process to reduce potential barriers faced by applicants and to give equal access to employment opportunities.

If you need this application pack in a different format, would like to submit your application to us in a different way (e.g., by video or sound file), or if you require any reasonable adjustments to the recruitment and selection process, please contact us via email at [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) or via telephone on 0117 935 1200.

### Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the role.

# Our Vision & Mission

Trinity's vision is for everyone to have the opportunity to access and shape arts and culture because we believe art improves individual well-being, empowers communities, and enhances society.

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Our mission is to empower communities through arts. We do this through providing a diverse programme of arts, heritage and cultural projects, activities and events.

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Projects are supported by a range of national and local funders, individual donations and income we generate ourselves.



## About Trinity

*"...I saw when I visited Trinity that it is not only committed to encouraging and fostering the Arts in Bristol, but also to ensure young people from diverse backgrounds experience all aspects of Art & enable them to realise their dreams."* **Miriam Margolyes, Trinity Patron**

**The Trinity Centre** is a much-loved historic landmark. This cultural hub for East Bristol is one of the city's few remaining independent, live music venues, and is used by over 60,000 people each year.

We provide a progressive programme of arts and cultural events, social activities, and projects, giving people space to come together, create, connect, learn, share and celebrate.

**Trinity's message is "YOU can create"** People living locally to Trinity lead rich cultural lives. There is a breadth of taste and appetite for a variety of opportunities and ways to be creative. So, we keep our definition of arts and culture broad and our framework flexible, to be able to respond to that diversity.

The Centre's colourful history has embedded it firmly in the hearts and minds of generations of Bristolians. Our shared heritage is a powerful source of social capital, enabling people from different backgrounds to build commonality and a sense of shared identity and pride.

People are attracted to Trinity by the breadth of our offer and freedom to realise their own ideas. Our asset-based community development model sees us blending high quality arts provision with bottom-up community engagement, working with local residents and key underserved groups to express themselves creatively.

Working with over 200 cross-sector partners annually, we provide a programme of contemporary, participatory, socially engaged arts delivering over 1,000 events and cultural experiences. Our position, track record and approach mean we are uniquely placed to empower communities through arts; improving individual well-being, building communities and enhancing society in pursuit of our vision: creative expression for all.

# Job Description for the role of Finance Manager

**Job Title:** Finance Officer

**Responsible to:** Dept CEO

**Team:** Operations

**Hours:** Full or part-time (flexible working will be considered)

**Rate of Pay:** £26,949 to £30,771 depending on experience

**Pay scale/band:** NJC payscale SCP33 to SCP3, depending on experience

**Annual Leave:** The holiday year runs from April to March. Full-time employees of Trinity are entitled to 21 days paid annual leave plus bank holidays, based on 37.5hrs/5-day working week. Entitlement will be calculated on a proportional basis in accordance with your hours and duration of contract.

## Overview:

We are seeking an experienced financial administrator to join our team. You will be responsible for oversight and delivery of financial administration and associated admin functions of our organisation. Working with our external Management Accountant, you will help to ensure compliance with regulations and best practices and provide guidance to other departments to ensure efficient and effective financial operations across the charity and trading subsidiary.

With a background in finance and office administration, you will be confident, self-motivated and capable of oversee day to day financial functions of the organisation, providing oversight of financial systems and related data and assisting the Deputy CEO to ensure the charity remains compliant with financial charity and governance requirements.

An excellent administrator, you will help to ensure staff across the organisation use the administration systems we have in place to deliver against our financial and office functions.

You will work with and be supported by:

- **Dept CEO**, responsible for preparing budgets, monitoring cash flow and managing escalated finance queries, authorising payments, finance sub-group management and review and monitoring of relevant finance policies and procedures
- **Management Accountant** (outsourced function), responsible for quarter end processes (further journals, checks, looking for anomalies, further reconciliation), VAT returns, Quarterly Management Accounts, Quickbooks implementation; incl adding any modules for improved reporting, adding budgets, Supporting auditors for Annual Audited Accounts
- **Operations Assistant**, supporting with data entry including invoice processing
- **Payroll Manager** (outsourced function)
- **Auditor** (outsourced function)

You will also work with:

- Finance sub-group, including CEO, Dept CEO, Treasurer and Finance Advisor, responsible for ensuring financial governance and compliance with Charity Commission (CC8)

# Job Description for the role of Finance Officer

## Key Responsibilities

### 1. Financial administration

- Undertake day-to-day bookkeeping duties as directed using the dedicated accounting software provided [QuickBooks online], including, but not exclusive of:
- processing payments and transfers and preparation of weekly payment runs
- record and reconcile monthly transactions
- responding to internal and external finance queries and assisting with effective communications in relation to financial administration including payment terms
- administering key office renewals e.g. utilities to ensure best value
- petty cash controls: assist and monitor Soldo card holders, ensuring that adequate controls are in place (note: we are primarily a cashless organisation)

### 2. Payroll & pensions

- Assist with effective payroll processing including:
- collating and providing relevant information for payroll processing
- liaison with the payroll provider in relation to any queries
- making payments to employees and HMRC
- Keep employee records up to date on our BreatheHR system:
- personal details, new starters/leavers, changes in salaries/leave allocation
- ensure line managers have completed onboarding of new members of staff, and relevant paperwork is completed e.g. HMRC Starter Checklist, Employee banking details, DBS administration

### 3. Finance monitoring & reporting

- Ensure Restricted Funds are allocated to the correct class and assist with the monitoring of budgets and cash flow in conjunction with the Dept CEO
- Assist the Dept CEO to collate relevant evidence e.g. invoices for grant monitoring and reporting
- Attend and minute Finance Sub-Group meetings
- Assist the Management Accountant and Auditor to facilitate their requests for information in relation to the production of quarterly management accounts and annual audited accounts
- Basic Company Secretary admin duties such as filing to Charity Commission and Companies House as directed to assist with any statutory reporting requirements

### 4. General duties

- Uphold Trinity's policies; maintain excellent financial controls and implement relevant policies and procedures across the organisation in relation to accountable areas
- Take part and/or taking an active role in any staff meetings and training that may be required

### Additional duties

Any other duties as may be reasonably required. It is in the nature of the work required that the tasks and responsibilities of the Finance Officer will in many circumstances be unpredictable and varied. The position will therefore also be expected to undertake any other duties and/or responsibilities in connection with the organisations financial and operational activity, as the Dept CEO may from time to time direct, and which will not be covered in the job description. These additional duties will normally be compatible with the Finance Officer's regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the job, it will be included in the job description in consultation with the Finance Officer.

# Person Specification for the role of Finance Officer

## *Essential*

### **Qualification/Experience**

- A relevant qualification/accreditation in finance or accounting and/or equivalent year's experience in financial administration
- Strong knowledge in and experience of financial administration and bookkeeping
- Experience using Quickbooks, or similar accountancy software to record and monitor financial information
- Proficient in interpretation and presentation of financial information to non-finance staff / Trustees

### **Skills/Aptitudes**

- Proficient in Excel including use of formulas
- Excellent numerical skills and attention to detail
- Transferable office and admin skills and confidence to use different systems e.g. Office365 or other office software, BreatheHR or other HR software, Stripe or other payment software and/or able and willing to learn/use new systems
- Good personal administration and organisational skills and/or able and willing to work with minimum supervision
- Good time-management skills and the ability to meet deadlines
- Good communication skills and ability to work with others and support with finance administration

### **Values**

- A commitment to the values and objectives of Trinity Community Arts

## *Desirable*

- Experience in financial administration/bookkeeping in a comparable venue or charity setting
- An understanding of charity financial administration and reporting requirements
- Work experience in a diverse community arts organisation/setting
- Experience using non-proprietary software solutions and/or Customer Relationship Management (CRM) systems

### **DBS Check**

A basic check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

# Trinity Recruitment Policy

## Equal Opportunities

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class.

## Flexible working

This post is being advertised as a part-time role, 30 hours per week. However, Trinity has a strong track record of flexible working and are happy to discuss a range of flexible working options for this role in line with our Flexible Work Policy.

This includes remote working, varying days/times, part-time hours and/or job-share for the right candidate/s.

## Safeguarding

An enhanced check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

## Ex-Offenders

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

## Application Assessment

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we can remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the application form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

## Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

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