



## Finance Officer, Sunderland Culture

0.5fte, 12-month fixed term contract initially  
£20,000 pro rata

### The Post

We are seeking an experienced and efficient Finance Officer who will be responsible for the day-to-day management of our financial transactions and procedures. You will administer our accounting operations to meet legal requirements and have experience in managing bank reconciliations, accounts payable and accounts receivable.

The successful applicant will need to be organised; have strong communication and administrative skills; be able to work independently; and be able to manage time-sensitive tasks.

You will be based primarily at National Glass Centre in Sunderland.

### Background

Sunderland Culture was created in 2016 to realise the ambition of a city brimming with creative potential. It brings together University of Sunderland, Sunderland City Council and Music, Arts and Culture (MAC) Trust to take forward an ambitious cultural vision for the city. The organisation is a non-profit making, limited company, currently undergoing registration as a Charity in England and Wales.

Sunderland Culture manages the programme for the city's major cultural venues including National Glass Centre, Northern Gallery for Contemporary Art, Sunderland Museum and Winter Gardens, Arts Centre Washington and The Fire Station. It also delivers major city-wide projects such as the UK City of Culture 2021 bid and our Great Place scheme. Sunderland Culture is an Arts Council England National Portfolio Organisation.

### How to apply

Please read the job specification and criteria carefully. For further information about Sunderland Culture go to [www.sunderlandculture.org.uk](http://www.sunderlandculture.org.uk).

For any queries or an informal discussion contact Michelle Daurat, Operations Director on [michelle.daurat@sunderland.ac.uk](mailto:michelle.daurat@sunderland.ac.uk)

Please complete and return the application form to [michelle.daurat@sunderland.ac.uk](mailto:michelle.daurat@sunderland.ac.uk) by **12 noon Tuesday 28<sup>th</sup> May 2019**.

Shortlisted candidates will be invited to interview in Sunderland **w/c 10<sup>th</sup> June 2019**.



## Part A: Job Description

<b>Job Title:</b>	Finance Officer
<b>Reports to:</b>	Chief Executive
<b>Salary:</b>	£20,000 pro rata
<b>Working hours:</b>	18.5 hours
<b>Terms:</b>	12 month fixed term initially
<b>Location:</b>	National Glass Centre
<b>Main purpose of role:</b>	You will have responsibility for the day-to-day management of Sunderland Culture's financial transactions and procedures, administering our accounting operations to meet legal requirements.
<b>Key Tasks and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Implement and adhere to Sunderland Culture's financial procedures and policies.</li> <li>• Create efficient and effective methods for tracking financial data.</li> <li>• Use spreadsheets and accounting software to gather and record financial information.</li> <li>• Undertake financial transactions and activities, such as payment of bills and invoices and liaising with the payroll provider, etc.</li> <li>• Raise invoices and liaise with customers to ensure prompt payment</li> <li>• Reconcile credit card payments and ensure accurate record keeping across the staff team.</li> <li>• Assist in the audit process by providing information and data as requested.</li> <li>• Complete administrative tasks, such as completing paperwork and filing records.</li> <li>• Create organised records and files to assist in tax preparation.</li> <li>• Find solutions to discrepancies by working with other employees and correcting any erroneous information or calculations.</li> <li>• Prepare regular financial reports and assist in the presentation of reports to managers and Sunderland Culture Board.</li> <li>• Create and adhere to budgets for specific departments, projects, and business needs.</li> </ul>



	<ul style="list-style-type: none"><li>• Answer questions from colleagues and customers regarding financial information.</li><li>• Carry out ad hoc administrative tasks as requested.</li></ul>
<b>Special circumstances:</b>	The role holder is required to have a flexible approach to work and may be required to undertake evening and weekend working.

## Part B: Person Specification

Key competencies	Essential	Desirable	Assessed by
<b>Qualifications and Professional Membership</b>	<ul style="list-style-type: none"> <li>Educated to GCSE standard in English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>Professional qualification in Finance/Accounting/book-keeping</li> <li>Advanced MS Excel skills.</li> <li>Hold a recognised IT qualification in Microsoft Word/Excel.</li> </ul>	Application
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Experience in a similar role.</li> <li>Working in a customer-focussed environment.</li> <li>Solid knowledge of financial and accounting procedures.</li> <li>Experience using financial software.</li> <li>Knowledge of financial regulations.</li> </ul>	<ul style="list-style-type: none"> <li>A keen interest in the cultural sector.</li> </ul>	Application & Interview
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent analytical and numerical skills.</li> <li>Clear and confident oral communication skills.</li> <li>Clear and concise written communication skills.</li> <li>Excellent IT skills using a range of software.</li> <li>Able to work as a team or independently.</li> <li>Well organised with sound planning and time management skills.</li> <li>A proactive and enthusiastic individual.</li> </ul>		Application & Interview



<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Strong ethics, with an ability to manage confidential data.</li> <li>• Problem solver.</li> <li>• Ability to form positive working relationships.</li> <li>• Approachable and conscientious to the needs of others.</li> <li>• Work well under pressure to tight deadlines.</li> <li>• Adaptable and flexible in approach.</li> <li>• Be able to work unsupervised in a busy environment.</li> <li>• Be honest and reliable.</li> <li>• Maintain excellent time-keeping and attendance.</li> </ul>		<b>Application &amp; Interview</b>
<b>Special requirements</b>	<ul style="list-style-type: none"> <li>• To have or be prepared to apply for a DBS enhanced disclosure if necessary.</li> </ul>		<b>Application</b>