



# FINANCE OFFICER

**JOB PACK**

[wacarts.co.uk/vacancies](https://wacarts.co.uk/vacancies)  
[recruitment@wacarts.co.uk](mailto:recruitment@wacarts.co.uk)





Dear Applicant,

The Finance Officer will be responsible for supporting the Finance Manager, helping them to improve the efficiency and service for staff, users and suppliers.

The role also involves ad hoc administrative tasks as directed by the Finance Manager and Management Team. We are a small team so there is a need to be flexible about sharing tasks and helping colleagues where necessary.

For more than 45-years, Wac Arts has delivered an accessible Arts Programme engaging an estimated 30,000 children and young people. We are experts in working with those from diverse backgrounds, bringing together young participants with different abilities, genders, ethnicities, cultures, religions and lived experience to take part and learn together. Continuing to build on its success, the charity is now looking forward to an exciting future with the ambition to continue to build its affordable arts programme.

The role is offered on a permanent, part-time basis and is office based.

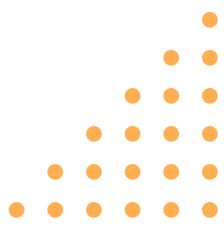
This role requires an enhanced DBS check. We are looking for interest from people who reflect the diversity of London and the communities we serve.

This pack contains further information about Wac Arts and the role. If you would like to have an informal chat about this opportunity, or have any queries, please feel free to contact us on [recruitment@wacarts.co.uk](mailto:recruitment@wacarts.co.uk)

I look forward to receiving your application.

Kind regards,

Ann Main  
Director - HR & Administration





## ABOUT THE ROLE

### KEY RESPONSIBILITIES

The following is an overview of the role. It is not an exhaustive list.

#### 1. Accounts Payable:

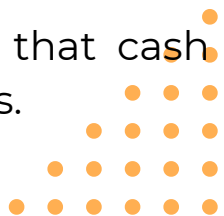
- Entering invoices, ensuring accurate coding and that each payment has been authorized in line with financial procedures.
- Supporting process around staff expenses in a similar way. Also liaising with staff helping to reconcile card statements.
- Posting sundry payments (e.g. card transactions and direct debits) as part of the bank reconciliation process.
- Helping to ensure that customer and supplier account information is maintained and kept up –to-date.
- Setting up payment runs for authorisation and processing.

#### 2. Accounts Receivable:

- Raising sales invoices
- Updating sales ledger customer account and cashbook when income is received.
- Helping to complete sales ledger and customer account reconciliations.
- Liaise with customers regarding any queries sales invoices.
- Monitor aged debtors and actively manage the recovery of debt, liaising with budget holders and customers, and keeping a record of communications.

#### 3. Bank and Cash Management:

- Helping the Finance Manager to ensure timely completion and review of bank and cash reconciliations, on at least a monthly basis.
- Helping to manage the petty cash process, and ensuring that cash (and cash related assets) are safeguarded securely at all times.





## ABOUT THE ROLE

### 4. Payroll and Pensions:

- Supporting the Finance Manager in ensuring there is an effective system to facilitate accurate and timely payments to staff, the pension provider and HMRC.
- Ensuring that transactions are posted to the ledger, and balances are reconciled as part of the monthly closedown process.

### 5. File and system maintenance:

- Supporting the Finance Manager in maintaining accounting schedules for balance sheet codes including accruals and prepayments and ensuring regular clearance of suspense and control accounts.
- Helping to maintain financial ledger system (Quickbooks) including liaison with system provider and IT, and ensuring regular back up.
- Ensuring good filing systems are maintained in relation to prime documentation so that it is readily retrievable, in line with legislation and audit requirements.
- Maintaining a journals folder which demonstrates review of individual items, in line with audit recommendations.

### 6. Ad-hoc tasks:

- Other finance tasks as directed by the Finance Manager (e.g. assistance in reconciliations, filing and supporting other team members as required – e.g. during periods of absence or busy periods).
- Running reports and responding to queries from budget holders, colleagues and auditors as required.
- Helping to ensure compliance with, and awareness of, financial procedures.
- All staff members are required to be fire wardens and related training shall be provided.





## ABOUT THE ROLE

### JOB DESCRIPTION

- Job Title:** Finance Officer
- Salary:** £18,450 per annum (£30,750 FTE)
- Contract:** Permanent - 0.6
- Hours:** 21 hours per week (excluding a one-hour daily lunch break).
- Report to:** Finance Manager
- Working Week** The successful candidate will be required to work 3 days at Wac Arts.
- Location:** Wac Arts (Camden). Office based role.





## ABOUT THE ROLE

### PERSON SPECIFICATION

Candidates must have a clear understanding of and commitment to the aims of the Charity. Candidates will ideally possess and be able to demonstrate all or most of the following:

#### DEMONSTRABLE KNOWLEDGE AND EXPERIENCE

- 2 or more years' experience working in an accounts team, with experience in accounts payable/receivable primarily.
- Part qualified (Chartered or Accounting Technician)
- Experience of using ledger systems (ideally Quickbooks).
- First-class administrative skills
- Excellent file and document management skills
- Good IT skills including MS Excel, Word, Teams

#### ATTITUDE AND APPROACH

- A positive outlook
- Approachable, personable and confident manner
- Problem solver
- An eye for detail plus the ability to produce accurate work when under pressure.
- High levels of personal and professional organisation, integrity, discretion, and confidentiality
- Methodical and process focused
- Flexibility to adjust to change and development
- Collaborative
- Ability to prioritise and manage time effectively to deliver tasks to competing deadlines
- Ability to work calmly under pressure in a busy environment
- Stamina and resilience
- Self-motivated







## HOW TO APPLY

Wac Arts are committed to the equal treatment of all current and prospective employees, starting with our application process.

We have implemented an anonymised shortlisting process. All applications must be submitted via our [online application form](#). Your application will then be anonymised for the screening stage.

You are unable to save the application as you work, so we recommend you prepare answers to the questions in advance. You can access a copy of the application questions from our [website](#).

We also accept audio recordings (MP3 file) or a video application of up to 3-4 minutes (MP4). These can be submitted using a WeTransfer link via the application form.

Application deadline: **09:00 Monday 7 April 2025** with interviews to be held later that week or the week commencing **14 April 2025** (T.B.C.).

**Please Note:** *We will evaluate applications as they come in, and interview candidates on a rolling basis. We may offer the role prior to the closing date, reserving the right to close this advertisement early. We encourage interested individuals to submit their applications promptly*

If you would like a version of this pack in an alternative format (e.g. large text), please feel free to contact us and we will do what we can to support your request. Please call 020 7692 5800 or email [recruitment@wacarts.co.uk](mailto:recruitment@wacarts.co.uk) using the subject heading "Finance Officer".





## HOW TO APPLY

### EQUALITY

As an equal opportunities employer, Wac Arts is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, gender identity, marriage or civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Wac Arts. We are looking for interest from people who reflect the diversity of London and the communities we serve.

At Wac Arts we strive to be a leader in diversity and inclusion. Reducing inequality is the cornerstone of our mission. It is vital that we understand the diversity of our own organisation accurately and at all levels.

As such, we would like to ask you to complete the optional form [here](#).

### DBS STATUS

The successful applicant will be required to undertake a Disclosure and Barring Service (DBS) Enhanced Disclosure and appointment to this post is subject to Wac Arts being in receipt of a satisfactory DBS Disclosure, under section 115 of the Police Act 1997. We will arrange this for the successful candidate.

More information about Wac Arts' activities can be found on Wac Arts [website](#).







## **MISSION**

Nurture children and young people's creativity through the arts.

## **VISION**

- An organisation that is nationally recognised for its expertise in providing accessible arts provision, and for playing a significant role in the creative journey of children and young people.
- An organisation for, by and with communities to engage, enhance and elevate youth arts.

## **PURPOSE**

To provide access to arts for children and young people, particularly those who are experiencing barriers to participation.

## **GOALS – 2024-27**

- Continue to provide an affordable arts programme for children and young people, irrespective of their background or abilities.
- Further develop the young company offering in place as part of the arts programme.
- Continue to provide Continuing Professional Development opportunities for teachers, young artist practitioners and those who engage with children and young people in the arts.
- As custodians, manage the upkeep of the Old Town Hall building as a community asset.
- Continually develop an organisational culture that promotes the charity's values and principles of inclusion, collaboration, and staff development.
- Be a financially resilient and sustainable organisation.