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| JOB DESCRIPTION | |
| Job title | Bookkeeper |
| Job description last updated | November 2024 |
| Reporting to | Director of Finance & Operations |
| Direct reports | N/A |
| Department | Finance & Operations |
| Other key relationships | <ul style="list-style-type: none">• Chief Executive• Senior Management Team |
| Hours | 14 - 21 hours per week (0.4 – 0.6 FTE); Working pattern and hours subject to negotiation. |
| Location | Hybrid (minimum 5-7 hours per week at the company's office in Central London on a Tuesday) |
| Starting Salary | £11,200 - £12,800 per annum (full time equivalent salary of £28,000 - £32,000 per annum) |

Purpose of role:

The role, reporting directly to the Director of Finance & Operations, is essential to the effective financial management and administration of the company. The Bookkeeper will be responsible for day-to-day finance related tasks including general bookkeeping, credit control, payment processing and other associated duties that support the effective financial management and administration of a wide range of publicly funded projects and programmes that Creative United deliver as a UK-wide social enterprise. This includes supporting the annual membership renewals process for members of the Own Art scheme, our flagship initiative for the contemporary visual arts and craft sector.

Key objectives:

- To ensure the accounting system is accurate and up to date by overseeing the day-to-day financial administration and bookkeeping of the business including but not limited to; logging payables and receivables, credit control, weekly bank reconciliations, prepayments, accruals and other journals as required.
- To manage an efficient, prompt and accurate month end and quarterly close of the accounting system.
- To ensure all transactions are correctly entered with respect to VAT and other regulatory requirements.
- To provide project expenditure reports and other data insights as may be required by budget holders across the business.

- To assist the Director of Finance & Operations in the preparation and presentation of monthly business management accounts, financial forecasts and management information.
- To assist the Director of Finance & Operations in the preparation of the company's annual financial statements in partnership with external accountants.
- In consultation with the Director of Finance & Operations, explore ways to continually develop and improve our financial systems and processes, supporting growth and productivity across the business as a whole
- Work with the Director of Finance & Operations to ensure compliance all matters relating to VAT, HMRC returns and other legal and statutory reporting requirements as a Community Interest Company.

Main responsibilities:

- Transaction processing: invoicing, payment reconciliation and income invoicing should be carried out regularly. Nominal and project coding of all transactions is accurate.
- Cash management: bank feeds to the accounting system should be maintained, cash transactions logged and reconciled promptly.
- To produce monthly departmental income and expenditure reports for Budget Holders and/or Heads of Department.
- To ensure that good financial management practices and policies are understood and embedded within the organisation.
- To ensure that suppliers to the organisation comply with our financial policies and procedures.
- To ensure that accurate and timely financial data is available for the purposes of reporting back to funding partners and other stakeholders on the delivery of grant funded activities on a quarterly basis and/or on completion of specific project activities, as appropriate.
- To manage the finance email mailbox, ensuring enquiries are responded to and actioned promptly and appropriate filing structures are maintained.

Other responsibilities:

- To comply with all Company policies and procedures including those relating to the secure collection, management and use of personal data
- To regularly attend and contribute positively to team meetings, as and when required
- To undertake such further duties as may be reasonably required in order to meet the needs of the business.

| Competencies Required | Essential | Desirable |
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| Skills and experience | <ul style="list-style-type: none"> • Studying towards or have recently attained the AAT level 3 Diploma in Accounting, or similar • At least 2 years' experience in a similar role • Demonstrable experience working with bookkeeping software such as Xero or Sage • Highly proficient in all Microsoft Office applications with a particular strength in Microsoft Excel • Ability to work to deadlines balancing conflicting priorities | <ul style="list-style-type: none"> • Experience completing VAT returns • Experience using a CRM system such as thankQ, Spektrix or Salesforce • Experience working with sales data and information management systems • Experience or demonstrable interest of working in or with organisations that are involved in the arts, cultural or creative industries. • Experience working successfully in a part-time role, for example, collaborating with the team to ensure working patterns are clearly communicated and team members know when a query will be resolved by. |
| Behavioural characteristics | <ul style="list-style-type: none"> • Detail orientated • Comfortable understanding and communicating financial data in a way that can be easily understood by others, whether they have a financial background or | |

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| | <p>not</p> <ul style="list-style-type: none"> • Excellent communication and interpersonal skills with the ability to present ideas to internal and external audiences • Articulate and confident • Approachable and open • Willingness to work from the Company's offices in Central London for a minimum of 5-7 hours per week | |
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Organisation Values:

At Creative United, we believe in the transformative power of the arts. Our mission is to support access and inclusion in the arts and creative industries, empowering artists and organisations to thrive.

Creative United looks to all its team members demonstrate how they uphold the organisations values in their work. Creative United's values are:

Integrity

- All members of the team carry out their responsibilities in an open, honest and transparent way and also expect other members of to uphold this value in their dealings with each other.

Creativity

- We think creatively as a team and to create an environment where individuals have confidence to put new ideas forward to address challenges and move the business forward.

Entrepreneurial Thinking

- We are a dynamic, evolving organisation that works both within not-for-profit and commercial sectors and our workforce reflects this in their drive to bring new products and services to market that deliver both social and financial returns.

**Inclusivity**

- We believe that everyone should have the ability to engage with arts and creativity. Our team is therefore approachable, accommodating and understanding of the needs and circumstances of others and treat all customers, colleagues and stakeholders with respect.

Innovation

- The organisation does not stand still and neither do our team. Everyone at Creative United is always on the look for new ways of working and opportunities to make what we do bigger and better.

Accountability

- Everyone at Creative United has ownership over what they do and is accountable for both the successes and learning opportunities from their work. We also expect that everyone will celebrate and support the achievements of their colleagues.

Equal Opportunities:

Creative United is committed to fostering diversity and inclusion. We encourage applicants from all backgrounds to apply and are happy to discuss any accessibility requirements you may have prior to making an application for this role.

To discuss your needs, please email imogen.brown@altumconsulting.com or phone 0203 800 1435 to speak to Imogen Brown – Business Manager at Altum Consulting who is managing the recruitment of this role on our behalf.