CREATIVE UK JOB DESCRIPTION
FINANCE OFFICER - Maternity cover

Creative UK is the independent network for the UK Creative Industries, and we know that connection changes everything. Our overarching mission across the cultural and Creative Industries is to support growth while increasing awareness and understanding of the value the creative sector brings to the UK and international economy, to the creative businesses and individuals who work within it and to society. We do this by investing in creative enterprises, promoting the social and cultural value of the sector, training and developing talent and business executives and working closely with our membership and partners from across the creative economy.

We are looking for a Finance Officer to provide maternity cover who can deliver a first-class financial support service. You will be supporting the Finance Director & Senior Finance Managers to prepare, develop and analyse financial information to enable the company to make well-informed decisions to underpin sustainability and growth of Creative UK. This role is pivotal to managing claims and reporting for our pioneering externally funded programmes working with a diverse mix of talent from across the UK’s Creative Industries. You will be an integral member of a small yet highly motivated and fast paced team, working alongside creative teams and contributing to all areas of the business.

We will provide full training on Xledger cloud accounting software to record all financial information and provide reports. The ideal candidate will be AAT/ACCA/CIMA part-qualified with excellent financial and bookkeeping skills and must be available for appointment from mid-January 2024.

LOCATION*: Hybrid working, fixed workspaces available in Central Bristol or Greater Manchester. MIN 2 days per week working from a Creative UK workspace

SALARY: up to £30,000 + benefits

CONTRACT: Full time, Maternity cover fixed term January 2024 to January 2025 with scope to extend

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk by 20th November 2023 midday. Please complete our anonymous diversity and inclusion survey. Interviews will take place by video conference w/c 27th November 2023.

* Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request

REPORTS TO: Senior Finance Manager

KEY AREAS OF RESPONSIBILITY
Month & Quarter-end Processes
- Prepare and post month-end and quarter-end accounting journals
- Check and submit quarterly VAT returns
- Maintain and reconcile fixed asset registers
- Prepare fieldwork for annual group audit and resolve audit queries

Financial Reporting and Forecasting
- Update actual spend and forecasts for programme budgets and company budgets
- Analyse variances of actual spend, forecast and budget
- Partner with Programmes teams to collate and record forecast information, as well as provide Finance support
- Assist with setup of documents, processes and approval flows for new programmes
- Prepare and submit Office for National Statistics (ONS) Returns
- Investment Fund reconciliation
Programmes Claims and External Reporting
- Prepare and/or check claims and upload/send to funder
- Resolve funder claims queries
- Support in the preparation of project audits/end-of-programme reporting

Memberships
- Attend and provide Finance support in Memberships Account Manager’s meetings
- Update Membership invoicing actuals to assist FD with analysis against targets/forecasts

Payroll
- Payroll preparation and review for two entities
- Payroll control account reconciliation
- Liaise with external payroll provider to resolve payroll queries

Treasury Management
- Cashflow forecasting and managing cashflow requirements
- Lead on relationship with company bank

Admin and Operations
- Xledger system management and administration
- Proactively review current Finance processes and systems, identify areas to improve efficiency, make recommendations and implement them effectively
- Help maintain internal financial controls

*Ensure Creative UK meets its statutory comms requirements in relation GDPR and Freedom of Information.*

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing

**PERSON SPECIFICATION**

**QUALIFICATIONS**

*Essential*
- AAT/ACCA/CIMA part-qualified

**EXPERIENCE:**

*Essential*
- Demonstrable experience working in a similar financial role within a medium size company across all areas of the job description

*Desirable*
- Experience working in a company with a complicated structure which is nationally dispersed.
- Experience working with public and private sector funding, as well as grants and loans.

**SKILLS:**

*Essential*
- Excellent financial/bookkeeping skills
- Ability to analyse and assess data accurately
- High level of numeracy, literacy and IT literacy; strong Excel skills
- Excellent attention to detail
- Ability to work to deadlines and prioritise own workload
- Able to communicate confidently both verbally and in writing
- Able to present information clearly and concisely
- Ability to work well in a team environment

**INTERPERSONAL SKILLS:**
- Confident, approachable and proactive individual with a good understanding of financial procedures and systems and good working knowledge of financial legislation
- Ability to build effective working relationships both internally and externally

**OUR CULTURE**
All our employees will be expected to demonstrate behaviours associated with our company values. Our values drive the way we work; **how** we do things is just as important as **what** we do.

- We join the dots; collaboration is in our DNA
- We support and empower; we are here to make a difference
- We are curious, open & honest
- We celebrate difference & value equality of opportunity

**THE PACKAGE**
- Flexible hybrid working: 2 days min per week from either our Bristol, Manchester, or central London office
- Pension enrolment 5% employer contribution from 3 months service
- Medicash from 3 months service
- Benefits hub, discounts across a broad range of partners
- Employee Assistance Programme, Health Assured
- Mental Health Guardians
- Summer Fridays, finish at 3pm every Friday throughout July & August
- Your birthday off as paid leave, extra days off over the annual festive period
- 2 paid volunteer days per year to give something back to the community

We value difference and celebrate the creativity that it brings. We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities, talents, and physical and cognitive differences.