

Person Specification	Cartwheel Arts
Finance Officer	

Please address each item in the specification in your application.

You may not have much relevant experience or knowledge in a particular area, but please give as much information as possible.

Requirements

These will be assessed at both application & interview stages

Experience and Knowledge

- Working effectively and independently in a finance role for at least 3 years
- Strong knowledge and understanding of accounting principles and working practices
- Experience of financial book-keeping, maintaining accurate financial records, raising invoices and processing payments
- Experience of drawing up and monitoring budgets and cash flow forecasts
- Experience of preparing regular management accounts and budgets and presenting these to senior leadership, Trustees, and other stakeholders
- Understanding of the legal and statutory obligations of charities including preparing information for Independent Reviews and Audits
- Experience of negotiating with suppliers such as utility companies
- Experience of working with Independent Examiners to prepare and submit annual returns
- Experience of partnership and team working, including supporting project delivery staff with budget management
- Experience of working in line with an organisation's policies, strategy and objectives and to contribute to their development.

Skills & Abilities

- Excellent verbal and written communication skills
- Appropriate IT skills, including bookkeeping systems (currently QuickBooks), Excel spreadsheets and databases
- Ability to convene meetings including keeping accurate records and circulating minutes.
- Ability to work under pressure
- The ability to work on own initiative and the ability to prioritise and work to deadlines

Personal Qualities & Commitments

- Commitment to Cartwheel's core mission, vision and values [Vision, Mission & Values \(cartwheelarts.org.uk\)](https://www.cartwheelarts.org.uk)
- Commitment to supporting our [Anti-Discrimination Statement](#) and promoting equality, tackling discrimination, and fostering good relationships between diverse groups
- Commitment to continued personal and team development including undertaking training when required
- A willingness to work flexibly, including occasional evening and weekend hours when required
- Able to maintain confidentiality relating to business operations
- Able to respond to general enquiries and interact in a positive manner with partners, participants, and the public.

Desirable Experience and knowledge

- Experience of working in the voluntary sector and working with a Board of Trustees
- Experience of working with an Arts Council England National Portfolio Organisation and their financial reporting requirements

Further Information

- We offer hybrid working arrangements and would expect the post holder to work in person Heywood on Wednesdays
- Some evening working required to attend quarterly board meetings, and occasional weekend working required to attend the annual AGM and other public events as required.
- Appointment subject to an Enhanced Disclosure and Barring Service check
- Cartwheel operates a strict no smoking policy