

BRISTOL FOLK HOUSE

A Registered Charity No. 1184395

40A PARK STREET BRISTOL BS1 5JG

Phone: 0117 926 2987 Email: admin@bristolfolkhouse.co.uk Web: www.bristolfolkhouse.co.uk

Post Title: Finance Officer

Accountable to: Head of Operations

Salary: £30 - 35k pro rata

Hours: 15 - 19 hours per week

The Bristol Folk House is a 100-year-old Bristol based Adult Education Centre providing a large range of part time courses and workshops for the local community. It is operated by a charity who own the premises. Over the last decade we have become financially stable and self-supporting – we receive no external revenue funding. Our aim is to continue to provide a community space for the future and increase our appeal to the wide community. Our future vision is to become an accessible venue available to the wider community.

JOB TITLE

Finance Officer

HOURS

15 - 19 hours per week (One day minimum per week in the office plus remote working) – based on current job holder

JOB TYPE

Permanent part time (2-month trial period)

HOLIDAY

25 days annual holiday pro rata excluding bank holidays

JOB PURPOSE

To be responsible for all the financial activities of both the operation side of the Folk House and of the Charity itself.

POSITION IN ORGANISATION

Reports to: Head of Operations and Business Development and Chair of the Board of Directors / Trustees

PENSION

Workplace Pension with the People's Pension

APPLICATION DEADLINE

Applications must be received by 9th January 2022

INTERVIEW DATES

Interviews will take place in early January

START DATE

The successful candidate will be required to start as soon as possible

KEY RESPONSIBILITIES

- Manage and operate accounts on Sage 50 including maintaining nominal code records
- Ensure the production of complete and accurate financial accounts
- Preparing monthly and ad hoc financial reports and analysing financial data
- Establish budgets, forecasting performance and providing variance analysis including restricted/designated funds
- Prepare and file online VAT returns and manage relationship with HMRC
- Manage payroll and pensions (20 + employed staff)
- Manage payment of all Tutors invoices weekly and termly
- Reconcile and control all bank accounts
- Manage supplier relationships
- Implement and manage system changes
- Ensure statutory compliance.

KNOWLEDGE, EXPERIENCE & SKILLS

ESSENTIAL

- Strong Financial and Accountancy skills
- Operational experience of SAGE 50 accounts system or equivalent accounting software
- Good Excel skills to export and manipulate SAGE data into reports
- Knowledge of accepted accounting practices
- Excellent literacy and numeracy skills
- Understanding of data privacy standards
- Ability to work flexibly and demonstrate the use of own initiative

DESIRABLES

- Experience with Online payment Systems
- Experience with pricing
- Experience working in a Not for Profit, Charitable or/and education environment
- Bachelor's degree or master's degree in accounting, business, economics, finance, or a related field; several years of experience in a business or finance environment.

ADDITIONAL INFORMATION

- At present the premises does not have level access and accessible facilities, however the Trustees have agreed a programme to address the issue over the coming years.
- A Laptop will be provided for remote working
- Busy periods are likely to be at the end of every term (April, July, and December) and end of the Tax Year and our financial Year (September). At these times additional hours may be required.
- Parking is not always guaranteed but can occasionally be arranged.

To apply for this position, please email a CV and covering letter to
Ella Charles - ella@bristolfolkhouse.co.uk