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## FutureEverything: Finance and Administration Officer Job Pack

### Job Description

**Title:** Finance and Admin Officer

**Reports to:** Managing Director

**Salary:** £18.5k - £21k per annum. Upper band may flex for candidates with *exceptional* experience

**Contract:** minimum 4 days and up to 5 days per week. Initially time limited to 31 March 2019 with a possibility of a permanent contract.

**Office and Hours:** Office at [Tech Hub](#), Oxford Rd, Mcr. Mon-Fri 8am - 6pm Flexitime

**Application Deadline:** 10am Monday 23rd April

**Interview Date:** Wednesday 25th April

**Application Process:** Please submit i) your CV ii) Equal Opportunities form and iii) a covering letter (max 500 words) outlining how you meet the requirements of the role. Send all three documents as .pdfs to: [opportunities@futureeverything.org](mailto:opportunities@futureeverything.org)

### **Context for the role.**

FutureEverything has a workforce of nine plus several trusted freelance consultants. In mid May 2018 we relocate our office to Tech Hub - a newly refurbished state-of-the art co-working space on Oxford Rd. We will be at the very heart of Manchester's digital ecosystem. Excited? Read on

### Finance

To deliver the company's finance functions in an efficient and effective way. This includes a wide range of activities.

- Purchase Ledger Control including project module (SAGE)
- Sales Ledger Control
- Day to Day liaison with the Bank via Online Banking systems
- Liaison with creditors and debtors to manage short term cash flow
- Bank, Petty Cash and Credit Card reconciliations
- Management of bank accounts in two currencies
- Year end accruals and prepayments journals (SAGE)



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Payroll, Pensions, VAT and Tax:

- Prepare payroll for authorisation & sign off by Managing Director
- Monthly payroll control accounts on SAGE. Pay slips, P60's, P45's etc
- Deal with all aspects of pensions and monthly NI returns and relevant payments.
- Quarterly VAT returns

You will be expected to assist the Managing Director with:

- Setting annual budgets and preparation of monthly / quarterly / annual cash flows
- EU finance and InnovateUK reporting including reconciliation of staff timesheets to budgets
- Funder Reporting including Arts Council England
- Preparation of year end management accounts

The successful candidate will ideally have some experience of:

- Liaison with Chartered Accountant including assistance in preparation of Year End Accounts to trial balance

### **Administration**

- Maintaining office systems, including data management, filing, incoming post.
- Screening phone calls, emails, enquiries and requests, and handling them when appropriate.
- Meeting and greeting visitors at all levels of seniority
- Arranging travel, visas and accommodation for the MD and occasionally other team members
- Assisting the MD with HR administration
- Day to day office housekeeping such as stationery orders

### **Ideal candidate profile**

- 2+ years experience in a similar role (paid or unpaid)
- A **skilled user** of **SAGE 50**, including project and banking modules (**ESSENTIAL**)
- An Accounting Qualification eg AAT level 2
- An understanding of Charity/CIC/3rd Sector Accounting Practices
- Awareness of 'Outside the scope VAT' and residual VAT calculations
- An amiable individual with an excellent telephone manner
- Demonstrably strong interpersonal, communication and organisational skills
- A proven ability to independently prioritise own workload

**Candidates without current and extensive skills on SAGE 50 should not apply for this role**



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## **Company Overview & Position – 2018 Recruitment**

FutureEverything has experienced a year of exciting growth and development. In mid May 2018 we re-locate our office to Tech Hub - a newly refurbished state-of-the art co-working space on Oxford Rd. We will be at the very heart of Manchester's digital ecosystem. The two new roles will help deliver communications, finance and administration for several ambitious projects over the coming years.

The FutureEverything mission is to bring positive societal change through art, design and technology. We empower citizens by increasing access to and participation in digital arts and culture. Our vision is to become a UK leader in citizen led participatory design and the creation and production of groundbreaking digital art. We are cultural facilitators at the intersection of art, design, science and digital. This cultural facilitation takes many different forms; art commissions, new media festivals, participatory design and social innovation at a range of scales. It pushes creative boundaries and stimulates new ways of thinking, working across a diverse range of sectors, disciplines and audiences. It is characterised by thought leadership, innovation, creativity and desire to make an impact on the world.

Digital transformation and emerging technology are core to this mission. For 23 years, FutureEverything has pushed the boundaries of new media art, engaging the wider arts community, the technology sector, city makers, policy-makers, businesses and academics around digital creativity and social change. The outcomes are exemplars for the way data and digital tools can be shaped, customised and adapted to enable artistic expression and audience development.

FutureEverything is a non-for-profit Community Interest Company and delivers an environment for talented professionals to grow and thrive. It is governed by a high profile and committed Board, led by Chair, Professor Vikas Shah MBE. It is highly active in European and International cultural and innovation networks. Funding partners include InnovateUK, European Commission Horizon 2020, Manchester Science Parks, Manchester City Council and it is a National Portfolio Organisation of Arts Council England.