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<https://futureeverything.org>

Federation House,  
2 Federation Street,  
Manchester M4 4BF

## Finance & Admin Role (Maternity Cover)

### Job Description and Information

**Reports to:** Creative and Executive Directors

**Salary:** £21k - 25k pro rata depending on experience

**Contract:** Fixed Term, maternity cover (12 months - mid February 2021 to mid January 2022).

16-24 hours per week (2-3 days). Flexitime.

**Office location:** Working remotely, depending on restrictions. Potentially also in Manchester city centre.

#### Application deadline: 5pm, 31 January 2021

**Application process:** Please submit the following documents as PDF attachments:

- I. CV - 2 sides A4 max
- II. Cover letter detailing why you are interested in the role, and relevant skills and experience (500-600 words max)
- III. Equal Opportunities Form

Please send all the above to: [jess@futureeverything.org](mailto:jess@futureeverything.org)

**Shortlisted candidates** will be informed by end of day **Monday 1st February**.

**Interviews** will take place between 2nd and 4th February.

**Appointment:** candidates will be informed of the outcome

**Expected start date:** the successful candidate will be expected to take up post as soon as possible (negotiable)

### Purpose and Role

The Finance & Admin Manager will be responsible for successful management of the company accounts, bookkeeping and an overview of admin tasks.

### Main areas of responsibility

#### Management Accounts:

- **Monthly management accounts report to include:**
  - Monthly finance report: adjustments to include prepaid income, prepaid expenses, accrued income, accrued expenses
  - P&L analysis
  - Reconciliation of balance sheet
  - Income analysis



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- Setting annual budgets
- Cashflow management
- Ad hoc grant applications (financial aspect)
- Year end accounts, adjustments as above (liaise with external financial accountant for the submission)
- Virtually attending quarterly board meetings to report financial progress.

### **Bookkeeping:**

- **Sales Ledger management to include:**
  - Setting up new customers on Sage
  - Raising invoices
  - Monitoring debts and chasing in payments
  - Payment allocations to customer accounts
  - Allocation of income to projects on Sage and excel budgets
- **Purchase Ledger management:**
  - Setting up suppliers on Sage
  - Entering invoices and allocating costs to supplier accounts
  - Allocation of expenditure to projects on Sage and excel budgets
  - Creating a monthly BACS run to pay suppliers
  - Allocating bank payments to supplier accounts
- **Banking to include:**
  - Weekly bank reconciliations on Sage
  - Allocating cash receipts/payments to Sage
  - Reconciliation of credit card statements - allocation of costs to projects
  - If required, dealing with staff expenses
- **Payroll to include:**
  - Monthly payroll via Sage Payroll Software
  - Submission of FPS and monthly payment of PAYE liability
  - Monthly pension submission
  - Monthly payroll journal to enter data into Sage
  - Issuing payslips, P60's, P45's etc.
  - Monitoring staff holiday accruals and calculating holiday pay
- **VAT to include:**
  - Quarterly VAT returns
  - If required, calculation of residual VAT

The role may also involve the overview of some admin tasks as follows:

- Setting up staff emails & Drive accounts



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- Keeping Companies House up to date (directors details and annual confirmation statement)
- Personnel record keeping
- Ensuring the company has business insurance
- Setting up budgets on excel for new projects
- Filing and organising the shared team drive

### **Skills, Experience and Qualifications**

The criteria below indicate the qualities that are required, and desired, of the successful applicant:

#### **Essential Skills**

- Good knowledge of excel
- An understanding of accounting and accrual based principles
- Must be experienced on Sage 50 Accounts and Sage Payroll software

#### **Qualifications**

- AAT Level 4 or equivalent qualification
- QBE if experience demonstrates an understanding of the tasks listed above.

#### **Other**

- Excellent written and spoken English
- Eligible to work in the UK

### **Salary and probationary period**

The salary for this role is £25k p/a pro rata at 2-3 days per week. The organisation operates a fair and equal pay policy.

Hours: 16-24 hrs per week

FutureEverything has a wide range of projects happening at different times, with many of our events taking place during evenings and weekends. Additional hours may be required during intense periods of work. We do operate a TOIL (time off in lieu) policy to ensure this time is taken back effectively. We aim to support all staff to work flexibly and according to their capacity and work closely with staff members to ensure a manageable workload.



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## About FutureEverything

Established in Manchester in 1995, [FutureEverything](https://futureeverything.org) is a non-profit, award-winning innovation lab and cultural organisation in Manchester initiating and delivering critical artistic projects and events in Greater Manchester, the UK and internationally. The female-led organisation is co-directed by Irini Papadimitriou and Claire Tymon who have implemented an open, collaborative and multidisciplinary approach to our practice.

We build opportunities to connect and open up conversations between different people and places, we empower citizens to interrogate reality and imagine better futures and encourage cross-sector dialogue and collaboration, resulting in projects which have deeper engagement and longer term impact.

We do this by using art and design to think differently, disrupting expected/regular processes and exposing the nature of our online interactions. We create experimental and collaborative spaces between art and society to enable sharing and learning from different sectors. Working in a site-specific, place-based responsive way is absolutely core to our practice as well as being both critical and inclusive.

To achieve this, we have a passionate, experienced, and creative multidisciplinary team who are driven by working collaboratively, openly and creatively. We research through an action-led approach, inviting professionals and citizens to contribute different perspectives, ideas and solutions. We consider the environmental impact of our work and aim to support and strengthen the sectors we work with by sharing our knowledge, experiences and ideas. We learn through doing. We lead by example.

## Resilience and response to COVID-19

The past few months, and as the world has slowly been navigating their way through the current pandemic crisis, FutureEverything focused on the need to reflect on their work and evaluate their role as an arts organisation. This period - after internal/external conversations, exchanges with artistic communities, colleagues and audiences, and more importantly after rescoping and redesigning of programmes in response to the pandemic - has confirmed the agility and resilience of the organisation, placing it in a favourable position and positive trajectory for the future.

Organisational strengths, and in particular emphasis on open, collaborative, research and artist-led approach, have played an important role in this response and proved to be valuable methodologies in resisting the crisis and moving to the next phase.