



Financial Administrator

Job description & person specification

Job Summary

A reliable, diligent, Finance Administrator is required with a track record of successful financial administration and/or project management. The role will support the Executive Director to ensure the organisation has excellent accurate financial systems and reporting processes in place to ensure the organisation meets its business objectives.

Current context and direction

After more than 20 years at the forefront of innovation in art and technology for social change, we are entering an exciting new phase. With significant investment secured via public, private and academic partnerships, our strategic plan 2019-2021 involves 3 key areas:

1. Local presence and venues - [Platforming Finsbury Park](#)
2. International partnerships - after [State Machines](#)
3. Establish a world leading, interdisciplinary research centre for blockchain and the arts [\(see Blockchain Imaginaries\)](#)

Furtherfield history

Furtherfield was established in 1997 with an online hub for creative practice and arts debate. A signature project became [DIWO \(Do It With Others\)](#). DIWO is both an ethos (of collaboration) and a way of conducting a group art project. Over two months in 2007 it generated over 20,000 art projects with artists all over the world.

We continue collaborate locally and globally with artists, academics, organisations and the public to explore digital culture and the changing worlds we live in - online and off. Core to our remit is using art and technology so that people become active agents of change for a superdiverse digital culture. In 2010 we partnered with Sheffield's Access Space on the [Zero Dollar Laptop](#) initiative, to provide homeless participants with laptops they would never need to replace – enabling them to acquire new skills and develop their self-expression working with Free and Open Source Software.

From our Gallery and Commons lab spaces in Finsbury Park we offer a range of ways for everyone to get hands on with emerging technologies and ideas about contemporary society. For example, in tandem with recent exhibition [*Playbour - Work, Pleasure, Survival*](#) which addressed how our leisure time is often mined for financial value by large corporations, we collaborated with All Change Arts to offer a workshop helping young women take better control of their data.

We also work 'translocally', bringing artists in or taking art out into new venues. In 2014 our [Digital Zoo exhibition](#) toured England in the contemporary version of zoos – shopping malls. In 2016 we hosted the exhibition [Networking the Unseen](#) through which indigenous artists explored how the cultural, technical and physical infrastructures of digital networks support and oppress their freedoms.

Role description

We are looking for a Finance Administrator to organise our company's day-to-day accounting procedures. Furtherfield's Finance Administrator responsibilities include maintaining records for all transactions, preparing monthly and quarterly financial reports and processing reimbursements helping Furtherfield to manage and allocate our resources effectively.

Duties and responsibilities

Finance Administrator responsibilities include:

- Creating and updating spreadsheets of daily transactions
- Managing accounts receivable and payable
- Reviewing and processing reimbursements

The Financial Administrator will work closely with the core Furtherfield team with a focus on:

- Assist when required to prepare budgets for partners, funders and Advisory Board
- Prepare management accounts, cashflow statements and assist with producing board papers
- Maintaining reports on financial metrics
- Keep records of invoices and payments
- Manage company's liabilities (e.g. insurance premium)
- Identify and address account discrepancies
- Participate in payroll processes
- Report on financial projections (e.g. liquidity and cash flow)
- Liaise with accountants
- Report to and advise the Executive Director of pertinent financial issues,
- Assist with long term finance strategy and business planning
- Ensure robust financial administration and good relationships with our range of banks / financial institutions.
- Ensure the implementation of, robust financial procedures and policies to maintain tight financial control.
- Support budget holders with the control of their budgets and general financial administration
- Prepare financial information to assist with funding applications and reports for grantmaking organisations.
- Work with the Executive Director to ensure funding regulations, deadlines and reporting requirements.
- Assist with the finance requirements of funders Arts Council England and statutory bodies including Companies House.
- To ensure the smooth running of the office in conjunction with Company Manager.
- To support the Executive Director and Company Manager to agree levels of insurance
- To support the Executive Director in maintaining key contracts, suppliers and procurement processes
- To ensure adherence across the organisation to policies and action plans.

Invoicing and Expenditure

- Handling the receipt and issue of all Furtherfield invoices, as well as appropriate recording of these transactions
- Recording and monitoring expenditure
- Paying in gallery donations
- Handling petty cash
- Reconciliation of expenses

Person Specification

Essential:

- Proven ability to succeed in finance roles supporting long term planning and developing and implementing organisational strategies
- Proven strengths in financial administration and budgeting
- Experienced in accounting
- Excellent command of accountancy software
- Experience of producing quarterly management accounts, and other periodic financial information
- Proven experience in managing cashflow, suppliers, and diverse income streams
- Strong IT skills in office-based software, hardware and presentation
- Excellent written and oral communication skills
- Experience in collaborative working and working as part of a small team
- Commitment to diversity and inclusion and creating an equal opportunities workplace

Desirable:

- Flexibility, commitment and the ability to multitask
- Attention to detail and ability to work under pressure
- Capacity to keep focus in complex and changeable circumstances
- A keen interest in the arts
- Positivity

Location

The Financial Assistant will be based from our two Finsbury Park venues for a minimum of 2 days per week, with other days involving meetings across the UK and remote work.

Reports to

Executive Director

Salary

£19,000-£20,500 pro-rata (dependant on experience) with 30 days holiday pro rata. Subject to a 3 month probationary period.

Contract

2 days / 15 hours per week part-time, permanent (flexible working considered for the right candidate)

Place of work

Furtherfield Commons, Finsbury Park, London

Application Requirements

Please submit single A4 page introduction to yourself showing precisely why you are suited to the role, a 1-page CV, a completed [equal opportunities monitoring form](#) and the names and emails of 2 references. These should be sent to info@furtherfield.org with the subject heading FINANCIAL ADMINISTRATOR JOB APPLICATION.

Interview Process

interviews will be held in London, date to be confirmed

Equal opportunities

Furtherfield aims to ensure that no applicant receives less favourable treatment on grounds of gender, race, colour, religion, disability, marital status, class or sexual orientation.

Monitoring

Furtherfield places a strong emphasis on equality of opportunity and access. In order to help us monitor this commitment, please complete an [equal opportunities monitoring form](#) when you submit your application. **You must return this information as part of your application, which will not be eligible without it.**

The questionnaire asks for statistical information only. We will not use the information you provide here in making our decision, and your information will remain confidential.