

RECRUITMENT PACK

FINANCE ADMINISTRATOR

A warm welcome to Craven Arts.

Thank you for expressing an interest in this position and I hope our recruitment pack inspires you to apply for this exciting role. If you have any questions about the role and wish to speak to me or visit Craven Arts please email info@cravenarts.co.uk and we will contact you to arrange a phone call and/or visit.

We look forward to receiving your application.

With best wishes,

David Hawkins

Chair of Board of Trustees



www.cravenarts.co.uk



info@cravenarts.co.uk



@_cravenarts



cravenartsuk



craven arts

Connecting Creative Craven

55 Otley Street, Skipton, BD23 1ET
7a Otley Street, Skipton, BD23 1DY



CRAVEN ARTS

To provide arts facilities for creatives, professional development, education, and training, to make Craven a better place to live both culturally and economically.

Based in Skipton, North Yorkshire, the arts organisation Craven Arts has ambitious plans to serve both the community and young creatives with creative educational programmes, exhibitions, events, and an annual festival in the summer months. We have a small workforce and an engaged, supportive Board of Trustees.

Operating since 2017, Craven Arts was formed by a group of highly committed and experienced artists who live and work in the Craven area.

Craven Arts has two locations in central Skipton:
Craven Arts House at 55 Otley St, Skipton, BD23 1ET and
Craven Arts Studio at 7a Otley St, Skipton, BD23 1DY.





Craven Arts House is a multi-disciplinary space with a gallery, studio provision, music rooms and gallery shop in the centre of Skipton. Craven Arts House runs a full educational art and craft programme. Craven Arts aims to nurture creative talent, supporting both those that are starting out in the arts, those already involved or who wish to experience creativity at any age. We offer targeted support for young people through a variety of programmes and for people under thirty to become successfully self-employed.

Craven Arts Studio is in Skipton's retail quarter and provides studio space and a workshop/retail outlet for four local self-employed artists/makers.





THE ROLE

JOB TITLE:	Finance Administrator
RESPONSIBLE TO:	Executive Lead
CONTRACT:	Freelance/ Self Employed
CONTRACTED HOURS:	1.5 days a week (10 hours) at £15 per hour
START DATE:	To commence work November 2024
LOCATION:	Craven Arts House, Skipton





HOW TO APPLY AND INTERVIEW PROCESS

To apply for this role please send your **CV and a cover letter** which describes your relevant experience with reference to the purpose and duties of this role.

If you would like to speak to the Executive Lead or a Trustee about this opportunity, please email info@cravenarts.co.uk to arrange a call.

Please send your CV and cover letter to jobs.cravenarts@gmail.com

The deadline for application is **9am on Friday 1st November 2024**.

Interviews will be held in person on either **Friday 8th November or Tuesday 12th November at Craven Arts House**.

Key Dates

Applications Closing date
Interviews

1st November 9am
8th or 12th November

Location: Craven Arts House, Otley Street, Skipton, BD23 1ET





JOB DESCRIPTION

Essential Skills

- Confident with computer accounting software i.e. QuickBooks
- Strong numeracy
- Effective communication
- Organised and efficient
- Attention to detail
- Ability to work independently as well as part of a team

Desirable

- Experience of charitable accounting
- Management of grants and charitable gifts

Main purpose of the role

To support the Executive Lead and the Craven Arts Trustees to maintain accurate financial records of all earned income and grant funding at Craven Arts.

To use QuickBooks software to manage the Craven Arts management accounts.

To maintain good records and financial processes on behalf of Craven Arts, reconciling the accounts monthly.





DUTIES

Workshops, Courses, Events and Exhibitions

- Work with the Executive Lead to issue contracts to all freelance workers in relation to workshops, courses, events and exhibitions. Tutors, artists, support artists and models.
- Administrate the invoicing and payment process for tutors, artists, support artists and models
- Reconcile monthly the payments made by participants for courses through our website (WIX payments) into QuickBooks

Membership

- Reconcile monthly the subscription payments made by members through our website (WIX payments) into QuickBooks

Studio Holders and External Hires

- Administrate Studio Holders license agreements and rent
- Administrate Office Holders agreements and rent
- Work with the Executive Lead and liaise with external hires, administrating agreements and invoices

Payroll

- Liaise monthly with Bradford Community Payroll with regards the payment of employed staff

Craven Arts Car Park

- Annually invoice and manage payments from Car Park clients





DUTIES CONT.

Utility Suppliers and Insurance

- Pay all utility bills (and when appropriate to take meter readings) for Craven Art House and 7a Otley Street Studios. Water, Electric and Internet.
- Work with the Executive Lead to ensure that the Public Liability Insurance and Employers Insurance are at an appropriate level and renewed annually

Petty Cash, Shop and Gallery Sales

- Administrate petty cash, maintaining accurate record of receipts
- Bank the cash or card payments (Sum Up) from gallery or shop sales.
- Calculate the payments to artists and gallery commission and make appropriate payments

Charitable Accounting

- Work with the Executive Lead and Treasurer (Trustee) to prepare the financial management reports for Trustee meetings
- Work with the Executive Lead and Treasurer to create financial reports on request, to support the development of budgets and forecasts
- Prepare the End of Year Accounts in conjunction with the accountant (West Yorkshire Accounting Service)

Grants and Funding (restricted and unrestricted funding)

- Allocate project spending to the appropriate grant and funder
- Work with the Executive Lead to manage restricted project budgets

General

- Purchase items at the request of the Executive Lead and Trustees.
- Take part in regular training appropriate to the role and the development of Craven Arts House
- Support the activity of Craven Arts and be an advocate for its role and purpose in the Craven community

