



CULTURAL BONDING THROUGH THE ARTS



Application Pack – Finance Officer



Glendinning House
6 Murray Street
Belfast, BT1 6DN

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www.artsekta.org.uk
www.belfastmela.org.uk

**BELFAST
MELA**

ArtsEkta are the proud
organisers of the Belfast Mela

Charity No. XR 96726
Company Ltd No. NI060389



cultural bonding through the arts

Dear Applicant

Thank you for expressing interest in the post of **Finance Officer** with ArtsEkta – an award winning social enterprise promoting cultural diversity.

In this pack you will find:

- A job description and person specification which will be used to shortlist your application
- An application form
- An equal opportunities monitoring form

Please ensure that all forms are completed and returned by **17th November by 4pm** . Late, incomplete or ineligible applications will not be considered.

Completed applications should be returned by **email only** to admin@artsekta.org.uk. ArtsEkta will acknowledge receipt of applications via email however due to anticipated high volumes of applications we will provide feedback to shortlisted candidates only.

In the event of a large number of applications being received, ArtsEkta reserve the right to enhance desirable criteria in order to effectively shortlist candidates.

Interviews are expected to take place week commencing 20th November 2023.

If you require any assistance with completing the application form, please contact us on 028 9023 1381 or email admin@artsekta.org.uk

We look forward to receiving your application.

Yours sincerely

Nisha Tandon OBE
Chief Executive



Introduction

ArtsEkta is a multi-award winning social enterprise that works to develop intercultural relationships at the heart of the community and is home to the Belfast Mela - the largest celebration of cultural diversity on the island of Ireland.

The brainchild of Indian-native Nisha Tandon, ArtsEkta was founded in 2006 on the principles of inclusivity, creativity and openness in all aspects of society – Ekta means 'uniting' in the Indian language.

Bringing together communities of Belfast and beyond, we create projects that inspire audiences to engage with the diversity, tastes, rhythms and sights that make up the multicultural life of Northern Ireland.

Over the last decade we have grown dramatically in size and scope and are now recognised as one of the region's leading arts charities and a pioneer in the development of intercultural arts for Northern Ireland.

Our Vision

VISION

An inclusive society that respects different cultures and communities in Northern Ireland

Our Mission

MISSION

Encourage understanding by delivering innovative cultural programmes in the heart of the community

Our Beliefs & Values

The way we pursue our vision is shaped by our values – the things we believe in and which shape our decisions and relationships

OUR BELIEFS & VALUES

- We believe that arts and heritage are powerful facilitators of exchange and learning
- We believe in empowering people and communities to tell and exchange their own stories
- We value all people and believe no one should face barriers to participation
- We believe that a strong intercultural community of skilled artists, staff and governors is essential to pursuing our mission
- We believe that quality, evaluation, learning and impact are linked and underpin success
- We value and recognise the dedication and commitment of our team
- We value collective action and working with others to improve intercultural understanding
- We believe in openness, transparency and honesty in all we do.

ORGANISATIONAL STRUCTURE

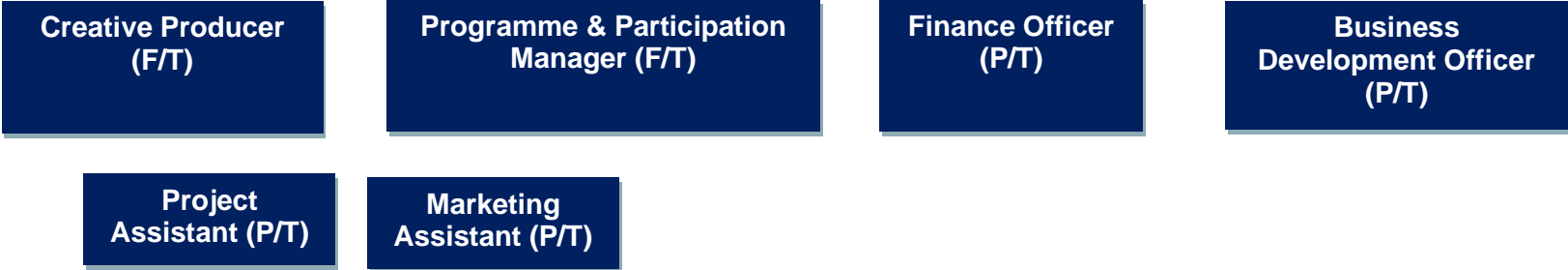
Level 1
Governance



Level 2
Executive Leadership



Level 3
Operations



Level 4
Production





JOB DESCRIPTION

POST:	Finance Officer
REPORTS TO:	CEO (or Creative Producer where required)
SALARY:	SCP Scale 19-21 £25,481 - £26,755 pro rata (depending on experience)
LOCATION:	Glendinning House, 6 Murray Street, Belfast, BT1 6DN
HOURS OF WORK:	30 hours per week. Reasonable hours outside of this will be required to fulfil the duties of this position. This post is office based. A flexible working system is in operation.
LEAVE:	28 days annual leave pro rata including bank holidays. The company operates a TOIL system.
PENSION	Employer pension contribution of 3% is offered with this post through NEST

PURPOSE:

The Finance Officer is a key role within the organisation to ensure the smooth and efficient running of the charity. The main focus of this role is financial management for the senior management team. The officer will be responsible for the day to day finances of the charity which has a turnover of around £1m per annum made up of a mix of grants, service contracts and commercial income. The role is supported by a part time assistant and an external accountant.

DUTIES & RESPONSIBILITIES:

- Support the annual budgeting and planning process for annual budget with the CEO and Project Manager
- Be responsible for the full implementation of the Financial Controls Policy with support from the external accountant and auditor
- Oversee day to day processing of accounts including monthly bank reconciliations
- Work with the external accountant to prepare draft audit accounts and be a liaison with the externally appointed auditor
- Work with the external accountant to prepare monthly and quarterly management accounts for the organisation including reports to the Audit & Risk Committee and Board

- Work with the external accountant and where appropriate the auditor to manage the intercompany relationship between ArtsEkta and Ekta Events CIC
- Manage month end and year-end closure procedures
- Provide financial management of all project funded activities and programmes including claims and funding returns.
- Work with external accountant to manage payroll, pension scheme and employee benefits
- Maintain HR records including timesheets, sickness, annual leave and TOIL for payroll processing
- Work closely with the project management team to provide financial monitoring and controls on all programmes of work and activities, including producing reports and analysis of data
- Ensure that accounting requests are resolved and communicated in a timely manner to internal and external parties
- Support the Executive Director and the Board to ensure that the charity's overall governance structure, policies and procedures are appropriate and effective, seeking external advice where appropriate
- Support the Executive Director to ensure that all major risks are identified and regularly reviewed and that systems and procedures are in place to mitigate all such risks;



PERSON SPECIFICATION

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education / Experience	
<p>Educated to GCSE level or equivalent, including English and Maths at grade 'C' or above and have proven minimum of 3 years experience working in a finance role</p> <p>OR:</p> <p>Hold a professional qualification in accounting recognised by the relevant accounting body and have a minimum one years experience as above.</p>	<p>Experience working in office management and/or administration role</p>
	<p>Proven experience of working in the social enterprise sector</p>
	<p>Proven experience of financial administration of public funding from local authority, central government and at a European level</p>
Skills / Knowledge / Attitudes	
<p>Proficient in the use of Microsoft Office/Excel/Access or equivalent, and Quickbooks or other similar accounting packages</p>	<p>Previous knowledge of the work of ArtsEkta including its annual events e.g. Belfast Mela</p>
<p>Proven experience of effective office management and organisational skills</p>	<p>Demonstrate an understanding of the challenges and issues faced by diverse communities in NI</p>
<p>Proven experience of maintaining management information systems and procedures</p>	
<p>Friendly, approachable attitude with ability to work to own initiative and as part of a busy team</p>	