



NATIONAL FESTIVAL OF MAKING BOOKKEEPER & ADMINISTRATIVE ROLE

The National Festival of Making is seeking to appoint a new team member to support the Finance & Operations Manager in bookkeeping and administration.

The finance and administrative role will see you supporting the small team in delivering our year-round programme and annual festival organisation. Based in our Blackburn office but with some opportunities to work from home, you will work closely alongside our Festival Producers, Education and Marketing Teams in assisting the day-to-day running of our growing arts and culture organisation.

ABOUT THE ROLE AND APPLICATION PROCESS

Job Title: Bookkeeper and Administrative Role

Employer: Festival of Making CIC (Also known as The National Festival of Making)

Hours: 16 hours per week - flexible to be agreed

Salary Range: £12.50 per hour

Contract: Permanent

Responsible to: Finance & Operations Manager

Key Working Relationships: Directors, Board of Directors, Finance & Operations Manager, Producing Team

Holiday Entitlement: 23 days per annum, plus Bank Holidays (pro rata)

Pension: Pension Scheme, Employer contributions 3% gross salary - subject to meeting the minimum eligibility requirements.

Location: Flexible working with an office base in Blackburn, Lancashire. Due to the fast-paced nature of our business, being in the same space regularly, and interacting across the different parts of the company, means that the team is actively engaged in the work we are delivering. For that reason, we encourage a hybrid of office and home working as the norm.

References: All offers of employment are subject to receipt of satisfactory references. You will also need to have a satisfactory DBS check which we will process on your conditional offer of employment.

Application Deadline: 8th March 2024

Interviews: 19th March 2024

Start Date: As soon as possible.

APPLICATION PROCESS

Please submit the following as either Word or PDF documents. If you prefer to submit in an alternative format, contact applications@festivalofmaking.co.uk to discuss how we can support this.

1. CV - 2 sides A4 max
2. Completed Diversity Monitoring Form - this should be completed online through this link [Equality and Diversity Monitoring Form](#) to ensure it is filed separately from your application. This information is provided and stored anonymously and separately from your application. It allows us to understand and report to our funders about who is applying for our job opportunities.
3. Covering letter (max 1 side of A4 max) outlining how you meet the criteria in the Job Description and Personal Specification.
4. Details of two professional referees with current knowledge of your experience and abilities - these will not be contacted until after you have been successful and accepted a job offer.

Please send the above to applications@festivalofmaking.co.uk **marked in the subject line with the job title you are applying for.**

Please contact the above email address if you would like to discuss this opportunity with one of our team.

BOOKKEEPER & ADMINISTRATIVE ROLE

JOB DESCRIPTION

Main Objectives

- To provide support to the Directorate with administration as and when required
- To provide finance support to the Finance and Operations Manager
- To provide administrative support to the Project Team

Key Duties

- Responsible for managing Xero data entry
- Responsible for collating and processing receipts and invoices utilising Xero document storage
- Managing the customer and supplier data in Xero
- Working with the Finance and Operations Manager to support the production of monthly customer and supplier Xero reports
- Processing the monthly Xero bank account reconciliations
- Processing the quarterly Xero VAT return working in conjunction with the Finance and Operations Manager
- Following the internal approval processes for transactional coding and processing payments
- Managing the expense and travel claims process for the Directors
- Any other administrative duties to support the Directors
- Support project managers with admin tasks including booking hotels, preparing contract templates and administering project files with information including insurance, health and safety information and evaluation forms
- Any other administrative duties to support the Project Team
- To support the team as required during the busy festival periods

PERSON SPECIFICATION

Essential

- AAT qualified or working towards level 2
- Be proficient with Xero
- Be proficient with G-Suite
- Ability to adhere to internal processes managed weekly and monthly - *guidance will be given*
- Ability to adhere to the internal 'Financial Guidance and Control Policy' - *guidance will be given*
- Be familiar with budgets
- Be confident in communicating effectively with the Directors, Finance and Operations Manager, and the project team, face to face, via phone, by email, or in online meetings
- Be numerate
- Work concisely to ensure the budget is updated according to processed payments and income and expenditure
- Be trustworthy and able to work in a confidential environment

Desirable

- Interest and knowledge in the arts, culture, festival and making industries
- A commitment to sustainability and understanding of the climate change agenda

Other Requirements

Basic DBS certificate

PLEASE NOTE

This job description reflects the requirements of the Festival of Making CIC in January 2024. The CIC reserves the right to make such changes as are necessary after any changes required have been discussed with the post-holder.

FURTHER DETAILS & APPLICATION GUIDANCE

We are keen for applicants to have a passion for arts and culture and have worked in either the arts or a charitable, not-for-profit, or third-sector organisation previously.

We are committed to the Arts Council England's Creative Case for Diversity and recognise the inequalities within the sector. Festival of Making CIC recognises how diversity fosters creativity and innovation. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where all belong. We therefore particularly encourage applications from candidates who reflect the diverse nature of the local communities we serve, particularly in Blackburn, Lancashire and who are likely to be underrepresented in our workforce. These include people from Black, South Asian and global majority ethnic backgrounds, people living with a disability, and people who identify as LGBTQI+.

If you require any access support during the application process or if selected for an interview related to this role, or require any further information, please contact applications@festivalofmaking.co.uk

ABOUT THE NATIONAL FESTIVAL OF MAKING

The National Festival of Making is a unique celebration of making, from the kitchen table to the factory floor.

Presenting a programme of work that combines Art, Manufacturing, Making and Communities, we commission international and national artists to create world-class works, a year-round programme and a participatory FREE festival for all to enjoy.

Formed in 2016, the ambition was to create a nationally relevant cultural festival in Blackburn, while celebrating the unique manufacturing heritage and contemporary characteristics of the town and region more widely. In November 2022 we were delighted to receive the news that we'd been selected as one of Arts Council England's National Portfolio Organisations for 2023-2026. Joining the ACE's National Portfolio for 2023-26 means that we can develop more long-term plans for the National Festival of Making and its impact, whilst embedding ourselves more deeply in the cultural ecosystem of Blackburn.

Learn more here: www.festivalofmaking.co.uk and www.artinmanufacturing.co.uk