

TURF PROJECTS

FINANCE OFFICER

PART-TIME FIXED TERM CONTRACT



ABOUT TURF PROJECTS

Founded in 2013 by Croydon locals, [Turf Projects](#) is the first entirely artist-run contemporary art space in Croydon, South London. A registered charity (#1160527), Turf has supported the work of over 400 artists to date through a programme of free public exhibitions, workshops and events. Turf also run vocational skills workshops for artists, [MOSS](#) (a collective of learning disabled adult artists), [Art Press](#) (a young peoples collective of Croydon locals aged 14-21), a support & residency programme for Croydon School of Art students, family workshops, & projects with local schools.

GENERAL JOB DESCRIPTION

Turf Projects are seeking a freelance part-time Finance Officer to administer and oversee the Charity's finances. The Finance Officer will be responsible for preparing financial statements, monthly management accounts, maintaining cash controls, bookkeeping and budget preparation.

PERSON SPECIFICATION

- A minimum of two years experience in a bookkeeping and/or financial administration role
- Familiarity with Xero accounting software
- Experience of preparing monthly management accounts, including analysis
- Previous experience in the charity sector
- Strong interest in the arts & communities
- Must be available to work with us during March – June 2021 and willing to travel to Turf Projects, Croydon
- Familiarity with Croydon would be beneficial to this role (though isn't essential)

JOB RESPONSIBILITIES

FINANCIAL RESPONSIBILITIES

- Ensure that finance systems and processes which support our Financial Management policies are set up, documented and implemented.
- Ensure that sufficient records are maintained to show and explain Turf Projects' transactions, in order to disclose accurately, the financial position of Turf Projects at any time.
- Maintain the accounting system (Xero) and ensuring that bank accounts and petty cash are reconciled at the month end
- Preparation of charity Annual budget and cashflow projections
- Prepare monthly organisational management reports using our accounting software Xero to circulate to team & Board of trustees
- Management of restricted, unrestricted & reserves funds – recording and monitoring in line with grants, match funding etc
- Day to day book-keeping and financial administration, including payment of invoices, issuing invoices and receipts, cash management including receiving, recording and promptly banking all monies received
- Presenting financial reports at each Board of Trustees Meeting which give the Trustees an understanding of Turf Projects overall finances, and giving advice and information to support decision making
- Preparation of annual accounts in accordance with Charity Commission guidelines
- Filing Gift Aid and Co-operation tax forms as required

GENERAL RESPONSIBILITIES

- Respond to emails, and telephone enquiries in a timely manner
- Adhere to Turf Projects' and the Charity Commission's policies on finance management, code of conduct, conflict of interest, health and safety, equal opportunities & safeguarding
- Attend and participate in Board meetings and Sub-Committee meetings as required

REPORTS TO

Director, Alice Cretney

TERMS

- 3.5 month fixed term (18 March – 30 June 2021), on self-employed / freelance basis
- This role is funded through Arts Council England and pay will be at £142.50 per day (including VAT) at 4 days per month. With a view to extend contract funding dependent.
- Any holiday taken/ alterations to normal working hours should be agreed at least a month in advance with the Director.
- Start date 18 March 2021

TO APPLY

Send a CV (including your relevant qualifications and previous working experience) with covering letter or a short pre-recorded film or voice recording if you prefer explaining why you would like this work, and a completed equal opportunities form to alice@turf-projects.com

Closing date for applications is Tuesday 23rd February 5pm, with a view to conduct interviews on Wednesday 3rd March via Zoom.

Turf Projects is committed to equality and diversity in its recruitment policy. Please let us know if you would like this information in an alternative format.

Equal Opportunities Monitoring Form

Turf Projects is an equal opportunities organisation. Our equal opportunities policy aims to ensure that no job applicant or freelancer receives less favourable treatment on the grounds of any protected characteristic. Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. Turf Projects is a publically funded organisation and is required to statistically analyse the demographics of our staff, contractors / freelancers, artists, Trustees, and volunteers, including gender, age, ethnicity, sexual orientation and disabilities.

We would be grateful if you would fill in and return this form to assist us in our statutory reporting duties; there is no obligation to make any disclosure.

Gender: ☐ Female ☐ Non-binary ☐ Male ☐ Other (please specify) _____ ☐ Prefer not to say

Age group: ☐ 0-15 ☐ 16-19 ☐ 20-24 ☐ 25-59 ☐ 60-64 ☐ 65 and over
☐ Prefer not to say

How would you describe your ethnic origin?

- ☐ White English / Welsh / Scottish / Northern Irish / British
- ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Any other white background (please specify) _____
- ☐ White and black Caribbean
- ☐ White and black African
- ☐ White and Asian
- ☐ Any other mixed / multiple ethnic background (please specify) _____
- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background (please specify) _____
- ☐ African
- ☐ Caribbean
- ☐ Any other black / African / Caribbean background (please specify) _____
- ☐ Arab
- ☐ Any other ethnic group (please specify) _____
- ☐ Not known / prefer not to say

Do you consider yourself to have a disability?

- ☐ Non-disabled
- ☐ Visual impairment
- ☐ Hearing impairment / deaf
- ☐ Physical disabilities
- ☐ Cognitive or learning disabilities
- ☐ Mental health condition
- ☐ Invisible disabilities
- ☐ Other long term / chronic condition
- ☐ Not known / prefer not to say

How would you describe your sexual orientation?

- ☐ Gay Woman / Lesbian
- ☐ Gay Man
- ☐ Bi-sexual
- ☐ Heterosexual / straight
- ☐ Other (please specify) _____
- ☐ Prefer not to say