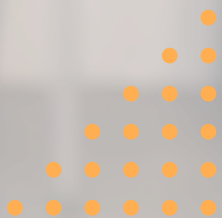




FINANCE MANAGER (MATERNITY COVER)

JOB PACK

wacarts.co.uk/vacancies
recruitment@wacarts.co.uk





Dear Applicant,

The Finance Manager is a key finance role at Wac Arts and its related charity, Hamden Trust. It is responsible for managing one staff member (Finance Officer, 0.6 FTE) and overseeing an outsourced payroll function.

For more than 45-years, Wac Arts has delivered an accessible Arts Programme engaging an estimated 30,000 children and young people. We are experts in working with those from diverse backgrounds, bringing together young participants with different abilities, genders, ethnicities, cultures, religions and lived experience to take part and learn together. Continuing to build on its success, the charity is now looking forward to an exciting future with the ambition to continue to build its affordable arts programme.

The role is maternity cover, offered on a full-time fixed term basis, and may require some weekend and evening work. You must be passionate about the work we do and able to connect with young creative people.

We would particularly welcome candidates from the global majority who could provide the team the diversity in thoughts, lived experiences and skillsets that match the diverse community Wac Arts serves across London.

This pack contains further information about Wac Arts and the role. If you would like to have an informal chat about this opportunity, or have any queries, please feel free to contact us on recruitment@wacarts.co.uk.

We look forward to receiving your application.

Kind regards,

Ann Main
Director - HR & Administration



ABOUT THE ROLE

KEY RESPONSIBILITIES

The following is an overview of the role. It is not an exhaustive list.

- Month end closedown, including accruals and prepayments, balance sheet reconciliations and ensuring regular clearance of suspense and control accounts.
- Ensuring timely completion and review of bank and cash reconciliations, on at least a monthly basis.
- Line management for Finance Officer (who is an 0.6 FTE), including oversight of purchase ledger, sales ledger, credit card and petty cash processes which are undertaken primarily by them.
- Ledger (Quickbooks) and file maintenance.
- Management of payroll function, including liaison with external provider, and provision of salary changes, starter and leaver information, pension and timesheet data to them as required, ensuring there is an effective system to facilitate accurate and timely payments to staff, the pension provider and HMRC in line with legislative requirements, and entering journals.
- Prompt management accounts pack preparation, including reforecasts, aged debt reports and cashflow forecasting.
- Actively monitoring cash position, flagging issues as required.
- Preparation of VAT returns (quarterly), annual return and VAT reconciliations.
- Attendance at Finance and Risk Committees, including assisting the external Finance Consultant in preparation and presentation of papers.





ABOUT THE ROLE

- Being finance interface with the organisation, attending Management Team and Delivery Team meetings.
- Leading on ensuring compliance with, and awareness of, financial procedures. Assisting in updating these when iterations are required. Ensuring adequate systems are in place to ensure that Charity assets (including cash) are safeguarded securely at all times.
- Ensuring good filing systems are maintained to ensure a robust audit trail is in place for all transactions and balances.
- Providing finance input into funding bids, and funder reporting, as required.
- External liaison with auditors, banks and lenders (including provision of management accounts to Co-op and banks).
- Other finance tasks, as requested via the Chief Executive, budget holders and other key contacts (e.g. ad hoc queries reports and providing cover for the Finance Assistant during periods of absence).





ABOUT THE ROLE

JOB DESCRIPTION

Job Title: Finance Manager (Maternity Cover)

Salary: £44,000 per annum, (5-day Week) based in Belsize Park, London.

Contract: 1 Year Contract (from August 2025)

Hours: Full-Time (35 hours per week, plus a 1 hour lunch break)

Report to: Director – HR and Administration

Location: Wac Arts, 213 Haverstock Hill, London NW3 4QP

PERSON SPECIFICATION

Candidates must be a fully qualified chartered accountant (CCAB, including ACCA) or finalist and qualified by experience. They have a clear understanding of and commitment to the aims of the Charity. Candidates will ideally possess and be able to demonstrate all or most of the following:





ABOUT THE ROLE

DEMONSTRABLE KNOWLEDGE AND EXPERIENCE

- 5 or more years' experience working in an accounts team
- Fully Qualified Chartered/Certified Accountant or finalist and qualified by experience (with accounting closedown experience)
- Experience of using ledger systems (ideally Quickbooks).
- First-class administrative skills
- Excellent file and document management skills
- Good IT skills including MS Excel, Word, Teams

ESSENTIAL SKILLS AND ATTRIBUTES

- A positive outlook
- Approachable, personable and confident manner
- Problem solver
- An eye for detail plus the ability to produce accurate work when under pressure.
- High levels of personal and professional organisation, integrity, discretion, and confidentiality
- Methodical and process focused
- Flexibility to adjust to change and development
- Collaborative
- Ability to prioritise and manage time effectively to deliver tasks to competing deadlines
- Ability to work calmly under pressure in a busy environment
- Stamina and resilience
- Self-motivated

This role requires enhanced DBS clearance, which we will arrange for the successful candidate.





HOW TO APPLY

Wac Arts are committed to the equal treatment of all current and prospective employees, starting with our application process.

We have implemented an anonymised shortlisting process. All applications must be submitted via our [online application form](#). Your application will then be anonymised for the screening stage.

You are unable to save the application as you work, so we recommend you prepare answers to the questions in advance. You can access a copy of the application questions from our [website](#).

We also accept audio recordings (MP3 file) or a video application of up to 3-4 minutes (MP4). If you prefer to apply using one of these formats, please contact us at recruitment@wacarts.co.uk for assistance.

Application deadline: End of day **1st June 2025**

Interviews will be held the week commencing **9th June 2025**

Please Note: *We will evaluate applications as they come in, and interview candidates on a rolling basis. We may offer the role prior to the closing date, reserving the right to close this advertisement early. We encourage interested individuals to submit their applications promptly*

If you would like a version of this pack in an alternative format (e.g. large text), please feel free to contact us and we will do what we can to support your request. Please call 020 7692 5800 or email recruitment@wacarts.co.uk using the subject heading "Finance Manager (Maternity Cover)





HOW TO APPLY

EQUALITY

As an equal opportunities employer, Wac Arts is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, gender identity, marriage or civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Wac Arts. We are looking for interest from people who reflect the diversity of London and the communities we serve.

At Wac Arts we strive to be a leader in diversity and inclusion. Reducing inequality is the cornerstone of our mission. It is vital that we understand the diversity of our own organisation accurately and at all levels.

As such, we would like to ask you to complete the optional form [here](#).

DBS STATUS

The successful applicant will be required to undertake a Disclosure and Barring Service (DBS) Enhanced Disclosure and appointment to this post is subject to Wac Arts being in receipt of a satisfactory DBS Disclosure, under section 115 of the Police Act 1997. We will arrange this for the successful candidate.





MISSION

Nurture children and young people's creativity through the arts.

VISION

- An organisation that is nationally recognised for its expertise in providing accessible arts provision, and for playing a significant role in the creative journey of children and young people.
- An organisation for, by and with communities to engage, enhance and elevate youth arts.

PURPOSE

To provide access to arts for children and young people, particularly those who are experiencing barriers to participation.

GOALS 2024-2027

- Continue to provide an affordable arts programme for children and young people, irrespective of their background or abilities.
- Further develop the young company offering in place as part of the arts programme.
- Continue to provide Continuing Professional Development opportunities for teachers, young artist practitioners and those who engage with children and young people in the arts.
- As custodians, manage the upkeep of the Old Town Hall building as a community asset.
- Continually develop an organisational culture that promotes the charity's values and principles of inclusion, collaboration, and staff development.
- Be a financially resilient and sustainable organisation.