



DANCE CITY JOB VACANCY

Finance Coordinator – Part Time, Permanent

Thank you for your interest in the role of Finance Coordinator at Dance City.

Dance City is an Equal Opportunities employer, we actively work to ensure an equal opportunities and anti-discriminatory culture for all employees and users and seek to employ people currently under-represented in the creative and cultural sector including young people, ethnically diverse, or Black, South Asian, East Asian, South East Asian and Ethnically Diverse Communities, and people with disabilities.

Enclosed is the following information:

- A Job Description and Person Specification
- Summary of Terms

How to apply:

Please complete both the Application Form and Equality Monitoring Form, we do not accept CVs. You should use the Application Form to tell us why you want this role and highlight the skills and experience which are relevant to the person specification in the job description.

Your completed forms should be submitted to Philippa McArdle, HR Coordinator:
philippa.mcardle@dancecity.co.uk (Email Subject: Finance Coordinator).

Please note that Philippa works Monday – Wednesday, 9:30am – 5:30pm.

The closing date for applications: Monday 13 September at 12noon

Interviews will be held: w/c Monday 20 September TBC

Dance City Job Description

Finance Coordinator – Part Time, Permanent

Reports to: Finance Director
Responsible for: Finance Assistant/s

Job Purpose

To implement, develop and coordinate the activities of the Finance Team as part of Dance City's Finance and Operations Department.

To be a key point of administration and operational contact for colleagues and Board of Trustees, as well as key external partners and customers. The coordinator will ensure the smooth running of the finance department by providing day to day finance administrative, processing, and analytical support.

Hours: Part Time (24 hours per week)

Salary: £22,000 – £24,000 per annum, pro-rata

Probationary Period: 6 months

Notice period: 12 weeks

Duties & Responsibilities

Staffing Support

- To work closely with colleagues across the programme to deliver outstanding financial administrative and support
- To be an important point of regular contact for Director of Finance, Artistic Director & CEO, the Senior Leadership Team and Dance City Board members on financial matters, providing information and data as required, including management accounts
- To work closely with the HR Coordinator regarding personnel, relevant monthly payroll updates and addressing personnel queries
- Respond to direct employee queries, ensuring all queries are resolved on a timely basis
- Assist finance reporting colleagues with managing budgets, timesheets, in the identification of accruals and prepayments
- To assist in the development of key financial policies and procedures and ensure they are understood and complied with by colleagues

Financial Administration

- Process monthly deductions including travel loans, court costs, childcare and cycle to work vouchers etc.
- Review the deductions for PAYE/NI generated by the system
- Generate and submit returns for the pension schemes including processing of the monthly payments
- Submit monthly RTI returns
- Prepare and process relevant HMRC forms including P45s, P60s and P11Ds
- Monthly reconciliation of payroll related control accounts
- Oversee the processing of supplier invoices and expenses
- Prepare and process the required information for regular supplier BACS and cheque payment runs
- Ensure that key supplier statements are regularly reconciled
- Monthly reconciliation of accounts payable related control accounts
- Respond to supplier and employee queries promptly
- Monthly reconciliation of the bank accounts to the general ledger
- Oversee the management of the company credit cards
- Oversee the weekly banking of cheques and cash
- Ensure that petty cash floats returns are received and checked each month
- Any other financial administrative or coordinating tasks as required

Budget

- To work closely with the Director of Finance and Artistic Director & CEO to administrate and monitor budgets, working with utmost discretion
- To complete timesheets, financial claims and liaise with the Finance Director as necessary

Management

- Pro-actively identify process improvements and propose innovative solutions
- Ensure that the company is not unknowingly exposed to any audit issues
- Attend staff meetings as required
- Collaborate with colleagues in the continuous review and development of Dance City's policies and financial controls
- To work flexibly and quickly across the department, providing cover when needed for other members of the team
- To support, participate and enact Dance City's Equality and Diversity Policy and activities in aspects of the role
- To participate and support in Dance City's Environmental activities
- To be available evenings and weekend as required to include wider Dance City events and Equality, Diversity and Environmental activities
- To adhere to Dance City and other partners' data policies and GDPR legislation

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out such other duties as may be necessary from time to time.

Person Specification

Essential Knowledge

- Knowledge of finance administration and coordination

Essential Skills and Abilities

- Ability to motivate, inspire and engage participants from a wide range of backgrounds
- Experience of using financial software packages
- Highly numerate
- Ability to learn quickly and work under pressure
- Excellent written and oral communication skills to different audiences
- Proficient IT skills, excellent understanding and intermediate practice of Microsoft Excel as well as other Microsoft Office packages
- Excellent time management, able to prioritise work and meet deadlines
- Motivated professional approach and attitude
- Commitment to healthy and safe working environment
- An understanding and commitment to equality, diversity and inclusion and anti-discrimination

Experience

- At least two years previous, demonstrable experience in a financial role
- Demonstrable administrative experience

Special Conditions (e.g. qualifications; requirement to be on site; DBS, etc)

- Willingness to travel for work

Desirable

- AAT qualified
- Experience of SAGE software packages
- Experience of creating management accounts and cash flows
- UK Driving License
- An interest in the performing arts, charity finance and in contributing to excellence at Dance City