



United Nations
Educational, Scientific and
Cultural Organization



Nottingham
UNESCO City
of Literature

Nottingham UNESCO City of Literature

Freelance Finance Officer

Responsible to: Director and Finance Trustee

Terms: 1 day (7 hours) per week on a freelance basis at a rate of £120 per day inclusive.

Introduction:

Nottingham was awarded UNESCO City of Literature status in December 2015 and now takes its place as a member of the UNESCO Creative Cities network, enabling it to play a cultural and creative role on the global stage. As an educational charity, Nottingham UNESCO City of Literature is committed to building a better world with words.

What We Do

Our vision as a UNESCO City of Literature is for a city where everyone is reading and writing their way to a better life. We believe in the power of literature as a reflection of humanity and a way for everyone to better understand each other and the world we live in. We host events, develop programmes for young audiences, commission new work and create new partnerships with schools, libraries, young people and communities to help them discover the sheer creative joy and life-changing power of reading and writing. We shine a spotlight on the Nottingham writers of today and tomorrow, advocate the importance of literacy, broker opportunities for international collaboration, and showcase Nottingham as a leading destination for lovers of literature.

We are funded by Nottingham City Council, Nottingham Trent University, University of Nottingham, and Arts Council England. Nottingham City of Literature is a charity (**1161161**) and a company limited by guarantee (**09144072**)

<https://nottinghamcityofliterature.com>

Key responsibilities: To work closely with the Director to deliver the financial objectives of the organisation.

Main tasks	<p>Produce accurate and timely management accounts at charity and project level incorporating an ongoing forecast and monitoring both restricted and unrestricted funds.</p> <p>Assist in the production the yearly budget and 3 yearly business plan, in conjunction with the charity Director.</p> <p>Management of purchase ledger ensuring invoices are accounted for correctly, and paid appropriately.</p> <p>Produce sales invoices and highlight and chase late payment as required.</p> <p>Ensure proper financial records are maintained and produce monthly reconciliations of control accounts including Bank, Petty Cash and Credit Card receipts.</p> <p>Record all income for commissions, workshops and events accurately.</p> <p>Manage the control of all assets such as fixed assets, inventory, cash and debtors.</p> <p>Assist the Director with ad hoc reporting requirements as they arise.</p> <p>Maintain a control account for Payroll submissions.</p> <p>Liaise with CA Plus regrading accounting matters and year end accounts, providing assistance with audit and ensuring recommendations are implemented.</p> <p>Provide advice and assistance in financial matters, highlighting any legal or advisory issues.</p> <p>Updating financial reporting on the Charity Commission and Companies House websites.</p> <p>Updating Board Member details on the Charity Commission and Companies House websites.</p> <p>To periodically check that the VAT thresholds and PAYE and pension requirements are being adhered to.</p> <p>Develop and maintain well-organised administration and filing systems for 7 years.</p> <p>To work closely with operational and office staff to provide seamless service provision.</p> <p>Review and implement new financial processes including the new online donation system.</p> <p>To carry out any additional and reasonable duties as required.</p>
------------	--

Candidate profile

Essential	Desirable
<ul style="list-style-type: none">• 2 years' experience of Charity Accounts• An accountancy qualification• Experience of Quickbooks or similar accounting package• Proven track record of producing management reports, budgets and forecasts• Good communication skills• Knowledge of VAT and PAYE• Excellent knowledge of Excel	Working within a charitable arts organisation

Nottingham UNESCO City of Literature operates an Equal Opportunities Policy and a Diversity Policy. We are actively committed to a working practice that reflects the cultural diversity of the communities in which we work.

Location: Working from home/remote. You are expected to provide your own work space and equipment. There will be monthly meetings with the Director via Zoom and quarterly meetings with the Board.

Expenses: You will be reimbursed for all reasonable travel and other expenses which are wholly and necessarily incurred in relation to this brief, and in line with Nottingham City of Literature's expenses policy.

The person/organisation appointed to deliver this freelance contract will work alongside and be managed by Sandeep Mahal, Director.

Applying for the contract:

This freelance contract is open to both individuals and organisations with the relevant expertise and experience. To apply please send through a proposal which covers the following:

- Who will be working on the contract, experience and credentials;
- Examples of relevant finance work with charitable organisations;
- Contact details for two referees from organisations you have worked for recently with brief details of the work delivered.

Deadline for proposals: Thursday 30th July 2020

Proposal to be sent to: sandeep@nottmcityoflit.org

Successful applicants will be invited to an online interview on **Wednesday 12th August 2020**.

References: Offers of the freelance contract are subject to the receipt of two satisfactory references.

Policies and Procedures: You are required to comply with all the financial policies and procedures stated in the Nottingham City of Literature handbook.