



LPW is seeking to appoint an enthusiastic, flexible, highly motivated and experienced Finance Officer to join our team.

As the Finance Officer you will be responsible for carrying out a broad range of tasks to ensure LPW's financial operations are effective, efficient and accurate. Due to the ongoing COVID19 pandemic and in accordance with government guidelines, flexible home working arrangements will be made available.

The Finance Officer has responsibility for accounting duties as a vital part of Leicester Print Workshop's finance function, and provides support to the Director in the operational financial management of the organisation. Our Finance Officer is responsible for overseeing the day to day accounting and financial management of LPW and preparing and analysing information relating to financial planning. The finance officer will work collaboratively with the Director and budget holders in order to produce quarterly management accounts; reporting on the financial performance to the team and Board; and ensuring that all payments and invoices are lodged and processed accurately.

### **Main Responsibilities of the post**

#### Accounting and Ledger Management

- To have overall responsibility for managing the sales, purchase and bank ledgers for LPW
- Contribute to quarterly management accounts
- Prepare and maintain cashflow forecasts
- Responsibility for ensuring the correct recording of expenditure to comply with the requirements of the HMRC Museums and Galleries Exhibitions Tax Relief
- For sales ledger, to raise and post sales invoices as required, including close liaison with internal departments to ensure correct coding; distribution / delivery of sales invoices as required; credit control in conjunction with relevant stakeholders; filing and general sales ledger administration according to organisational procedure
- For purchase ledger, to post invoices as received and maintain systems, including close liaison with internal departments to ensure correct coding; management of weekly payment runs, liaison with suppliers, preparation of BACS reports and correct posting of bank transfer; filing and general purchase ledger administration according to organisational procedure
- Management of other forms of income and expenditure activity, including petty cash and other expenses

- Collation of monthly payroll data to support the accountant to ensure that all HR administration for the monthly leave process is timely, accurate and up-to-date.
- Processing of monthly payroll on in-house system
- Management of pension scheme contributions
- Support the Director to ensure that LPW is aware of its financial accountability to its stakeholders and that all relationships are managed, monitored and considered in the financial development of LPW
- Providing an additional external interface with banks, auditors, pension funds, investment managers, consultants and charity finance specialists
- Completion and submission of Annual Returns for Charity Commission and Companies House
- Assisting with the financial aspects of grant applications
- Assisting with financial aspects of contract negotiations
- Assisting with financial aspects of project proposals
- Other accounting duties as required

#### Administration

- Arrange and manage the current utility contracts
- Administer payments made on Shopify and PayPal
- Ensure all administrative requirements of accounting duties are met, including filing, rotation and disposal of financial documents according to agreed procedures
- Manage departmental archiving and file management to ensure departmental compliance with audit recommendations

#### **Person Specification**

The ideal candidate should be able to demonstrate the following:

##### Essential:

- At least 3 years' experience working in a financial department in a similar role
- Excellent bookkeeping and accounting skills
- Excellent administrative and organisational skills with strong attention to detail
- Proven ability to work under pressure and methodically on a variety of tasks
- Excellent verbal and written communication skills
- Strong IT skills
- Previous track record of using Sage Line 50 or similar accounting software.
- A commitment to social justice, accessibility and inclusive practices

##### Desirable:

- Previous track record of using Sage Line 50 Payroll or similar payroll software.
- Qualified to AAT level or other equivalent accounting qualification
- Knowledge of and interest in printmaking and contemporary visual arts
- Experience of Creative Sector Tax Reliefs

**Reporting to:** Director

**Remuneration:** £24,000 fte per annum/ £9,600 per annum for 2 days per week

**Hours:** 2 days per week (14 hours flexible)

**Contract:** Permanent

**Location:** Flexible working, can accommodate some home working

### **Application Process**

Please submit a cover letter and a CV as a single PDF with “Finance Officer” in the subject line to: Sadie Young, LPW’s Director; s.young@leicesterprintworkshop.com

- Your **cover letter** should outline what interests you about this opportunity and what you would bring to the role
- An up-to-date **CV** demonstrating relevant experience to date, maximum 2 pages.

The deadline for applications is **Friday 13th May**

Interviews: **Thursday 19th May**

[www.leicesterprintworkshop.com](http://www.leicesterprintworkshop.com)