

Finance Officer

Role Description

Salary grade:	C
Reference number:	FO
Team:	Governance and Corporate Services (Finance)
Reporting to:	Finance Manager
Line managing:	3 Finance Assistants
Location:	This role can be based at any one of the Arts Council of Wales offices in Cardiff, Colwyn Bay or Carmarthen.
Travel:	Limited

The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We're ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish, where as many people as possible enjoy and take part in the arts.

Our values

As a public body we're expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

About this role

Controlling the management of our financial resources is critical to the effective operation of the Arts Council. The Finance Officer working with the Finance Manager ensures that our internal control systems are functioning correctly, and that we are complying with our legal requirements, our financial memorandum, government accounting obligations and charity accounting rules.

The Finance officer ensures that the data contained in our manual and computerised accounting systems is accurate, robust and up to date. The Finance Officer oversee the day-to-day administration of financial transactions undertaken by the Finance Assistants, ensuring that all payments are made in a timely fashion.

Principal responsibilities

Financial Management, Control and Compliance – assist in the administration and processing of the Council’s finances by:

- ensuring the accurate, efficient and timely processing of financial transactions
- Administration of Collectorplan, bank reconciliation, sales and expenses systems
- reviewing documentation, signing and transmitting payments
- monitoring and preventing potential fraud
- Balance sheet reconciliations
- Support the Finance Manager in the preparation preparing monthly management accounts
- Preparing data for monthly drawdown of Lottery funds from the Department of Culture, Media and Sport (DCMS) and grant-in-aid from the Welsh Government
- Preparing data as required for external stakeholders and third parties
- Assist the Financial Manager with the preparation of register of staff interest information for the statutory accounts.

Systems development –support the Finance Manager in the maintenance of the Arts Council’s financial software systems:

- Supporting and appraising and advising on options for systems upgrades and improvements to meet changing demands, then assist on the implementation of changes

- ensuring that procedural guides and other advisory information are up to date
- ensuring the accuracy and integrity of data within the accounting systems.

Management – ensures the effective and appropriate use of financial, human and physical resources. This includes:

- coordination and organisation of finance assistants team activity
- supporting staff (assisting with the planning, management and delivery of work, training and professional development)
- monitoring, and reporting on, any potential areas of risk within the team’s area of responsibility.

Audit – ensures that appropriate records are in place to assist with the effective delivery of Internal and External Audits. This includes:

- providing explanations to auditors within own area of responsibility
- assist in implementing solutions in response to audit recommendations.

Reporting – maintains appropriate files and records, providing management information. This includes:

- producing data and presenting internal quarterly environmental and carbon footprint reports.
- monitoring, and reporting on, any potential areas of risk within the team’s area of responsibility.

Group membership – is a member of various internal groups and project teams.

Corporate compliance – adheres to those policies that protect the Arts Council and its staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council policies.)

Additional duties – any reasonable duties consistent with the above.

Knowledge, experience and attributes

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, and the flair to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador for the company and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward looking organisation. We look to our staff to work collaboratively with each other to ensure that we're efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they'll have developed good organisational skills. So we're particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they'll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • An understanding of public sector and/or charities financial and accounting requirements • An understanding of management of funding programmes and processes • Expert knowledge of finance software systems and financial reporting systems 	<ul style="list-style-type: none"> • An enthusiasm for the arts
Skills	<ul style="list-style-type: none"> • Highly developed IT and administrative skills 	
Experience	<ul style="list-style-type: none"> • Part qualified accountancy qualification and/or considerable relevant experience • Experience of charity and public sector finance and accountability 	
Attributes	<ul style="list-style-type: none"> • Capable of making decisions within the established framework and understanding the processes and procedures around those decisions • Ability to communicate facts and knowledge relating to detailed requests and issues • Experience of devising and implementing processes and procedures • Ability to research widely and present results in a clear and convincing form • Commitment to high standards of customer care • Commitment to equal opportunities 	

Welsh language		<ul style="list-style-type: none">• Fluency in Welsh (both written and spoken)
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