



The Black Box Trust Job Opportunity

Job Role: Finance Officer

Employer: The Black Box Trust

Reporting to: The Black Box Director

Hours: 24 Hours per week

Contract Type: 6 month Contract (with possibility of extension)

Location: 18-22 Hill Street, Belfast BT1 2LA

Pay: £12- £15 per hour depending on experience.

Start date: Immediately

Application Deadline: 12 noon Monday 25th November

Interviews: 28th & 29th November

Overview of Role

We are seeking a committed, skilled and enthusiastic person to join our team! The Black Box is a vibrant and dynamic multi-arts organisation and venue. Further information about the Black Box can be found on our website www.blackboxbelfast.com and in the summary document attached, APPENDIX B.

Finance Officer is responsible for the co-ordination and management of the financial function within the Black Box under supervision of, and working closely with the Black Box Director and Board of Trustees. The role includes Financial and Management Accounting, reviewing and updating financial systems and information, Payroll management, processing VAT returns, review monthly management accounts and quarterly projections, preparing budgets for Funders, and supporting the staff team. For a detailed description of accountabilities please see Full Job Description enclosed APPENDIX A.

Person Specification

Essential

- Good level of general education (Minimum 5 GCSEs grades A-C to include English and Maths) and educated to degree level in a relevant area or equivalent experience or at least three years relevant experience.
- A high level of oral and written communication and numeracy is required and excellent self-organisation skills and listening skills.
- Financial Management including, credit control, preparation of invoices, purchase orders, payment of fees and invoices,
- Experience of SAGE and inputting day-to-day transactions, PAYE and Pensions, ability to prepare and process quarterly VAT returns
- Experience of preparing budgets and reports for annual funders, Trusts and Foundations
- Experience of management accounts, I&E reports, quarterly projections and Bank reconciliation. Ability to liaise with auditors during annual audit as required.
- Up-to-date knowledge of financial regulations and current legislation on charity accounting
- Excellent IT skills, MS Office; Word, Excel, Gmail, internet
- Ability work on own initiative and ability to prioritise a busy workload and manage tasks to deadline
- Demonstrate best practice, with high motivation, keen attention to detail and flexible mind-set to adapt to a variety of different projects and tasks
- Commitment to equality, diversity and inclusion policies

Desirable

- Experience working within the Arts Sector
- Book Keeping qualification at AAT Level
- Previous key holding experience
- Willingness to work outside of office hours on occasions
- Experience of working with people with learning disabilities
- Adult At Risk and Keeping Children Safe training.

To Apply

To apply, please send a current CV with a cover letter and written statement detailing how you fulfill the essential and desirable criteria (in no more than 1000 wrds) to director@blackboxbelfast.com. Please put **Finance Officer Application** in the subject title. Deadline for applications is **12 noon Monday 25th November**. Interviews will be held the same week. If you have any access requirements please let us know.

Submissions may be made by email to: director@blackboxbelfast.com (preferred) or delivered to: Black Box, 18-22 Hill Street. Belfast BT1 2LA

For further information on the Black Box go to www.blackboxbelfast.com , or contact the office at 028 90 244400.

Selection will be based on interviews after a short-listing process. In the event that too many candidates fulfill the essential criteria, the appointment panel may narrow the selection by taking into account the degree to which a candidate's experience, skills and attributes are superior to those requirements and the extent to which they fulfil the desirable requirements.

APPENDIX B JOB DESCRIPTION – Finance Officer

Scope of Job

- 1. Financial and Management Accounting**
- 2. Financial Systems & Information**
- 3: Support to Staff Team**
- 4. Funds & Cash Management**
- 5. Payroll Management**
- 6. Budgeting and Project Planning**
- 7. Team working**

1. Financial and Management Accounting

- 1) Undertake the day-to-day input of transactions onto SAGE and the maintenance of financial records including the inputting and completion of postings to meet the month end timetable.
- 2) Oversee the banking to the schedules of cash/cheques received. Review and check petty cash reimbursements.
- 3) Ensure that all nominal ledger control accounts are reconciled monthly, follow up and investigate any queries or differences and authorise any resulting journal entries.
- 4) Prepare monthly management accounts for review by the Manager and management committee.
- 5) Prepare and input quarterly VAT returns.
- 6) Maintain and update the fixed assets register.
- 7) Prepare statutory accounts and audit schedules in conjunction with the/Treasurer and Director; liaise with the auditors during the annual audit as required.

2. Financial Systems & Information

- 1) Contribute to the continuous process of reviewing and updating The Black Box Trust's financial systems and procedures and providing an internal audit function.
- 2) Create and maintain an up-to-date financial procedures manual.
- 3) Liaise with, and provide financial information, to the Board of Directors, Treasurer and the Manager including monthly I&E reports.
- 4) Keep abreast of current legislation on charity accounting, VAT, PAYE and Pension matters.
- 5) Ensure new staff starter forms are completed and staff information records are kept up to date.

3. Support to Staff Team

- 1) Assist team members in setting up systems to meet their financial responsibilities and compliance with the accounting and reporting requirements of funders. Provide support, advice and information as required.
- 2) Assist team with preparing and monitoring their annual budgets. Ensure that revisions to the budget are put in place.
- 3) Review monthly management accounts and quarterly projections to year end with managers and ascertain reasons for variances; and make amendments as required.
- 4) Within Black Box Trust office answer general and finance related phone and email queries.

4. Funds & Cash Management

- 1) Monitor bank balances in conjunction with the Manager ensuring that cash levels are maintained to meet payments as they are released.
- 2) Check and set up payments to suppliers and staff. Manager will authorise payments.
- 3) Manage credit control, ensure any large or overdue invoices are flagged with the Director.

- 4) Create and forward customer invoices, including ticket settlement at the requests of the Director and admin.

5. Payroll Management

- 1) Payroll must be completed weekly, and monthly on the day agreed with the Director. All payments are paid via BACs to be received by staff on the allocated payday.
- 2) Ensure Payroll spreadsheets are kept up to date with staff sickness, absence, holidays and leave.
- 3) Ensure leavers are processed and P45's issued by post.
- 4) Input payroll journals to Sage.

6. Budgeting and Project Planning

- 1) Review project budgets, monitor and track expenditure in line with allocated spend. Implement changes where appropriate in conjunction with feedback from project management and Director.
- 2) Assist in completion of funding applications and reporting of finances in accordance with requests from Director or project managers.

7. Team working

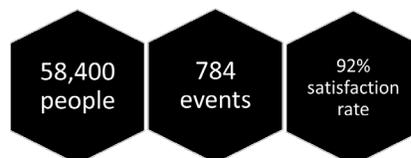
- 1) Have a commitment to the equality and diversity policies of the organization.
- 2) Hold excellent communication skills, good self-awareness and understand the impact of your behavior on people you come into contact with.
- 3) Understand the values and ideals of the organisation. Develop good working relations with staff, ensuring a healthy and productive working environment.
- 4) Attend and contribute to staff meetings.

APPENDIX B – THE BLACK BOX BACKGROUND SUMMARY

The Black Box is a successful and acclaimed engaged arts venue in Belfast, supporting an extensive network of performers, organisations, community groups and festivals in creating and promoting innovative, grassroots and accessible events. Its exciting, diverse programme showcases live music, theatre, literature, comedy, film, visual art, live art, science, circus, cabaret, workshops and all points in between. Central to the success of the Black Box organisation and what makes it unique is its core working value of supporting equality of access, diversity and social inclusion for users, audiences and the creative community of the city. The venue has become the hot-bed of innovative arts and cultural practice, much of this coming from those who are marginalized, under represented and under-resourced in wider arts provision and cultural development.

- While known to audiences as home to 27 key festivals including Cathedral Quarter Arts Festival, Belfast Film Festival, Belfast International Arts Festival, Out To Lunch and NI Science Festival, the venue’s most vital work is in creating spaces and opportunities for new artists and producers and social opportunities for some of our most vulnerable and socially isolated communities.
- In-house initiatives for people with learning disabilities include Black Moon, a monthly disco run for and by adults with learning disabilities (including a DJ Academy); Moon Base a new user lead project on Royal Avenue open through the week for a range of activities; Mini Moon sensory disco for young children with disabilities; Black Moon Film Club, relaxed and autism friendly film screenings. That’s a total of 200 events that engage directly with over 6500 people a year at our main venue and in partner venues throughout Northern Ireland.
- The venue is one of the most LGBTQ+ friendly spaces in the city, with staff trained in LGBTQ+ awareness and a policy of supporting queer arts. As well as being home to the award winning annual Outburst Queer Arts Festival - which would not have been able to grow without the support of the venue - the Box is home to Queertopia performance initiative for young LGBTQ+ people, many Pride events and LGBTQ+ film screenings, talks and workshops.
- Through in-house and guest programming, the Black Box hosts a year round selection of talks, debates, lectures and open forums that promote active citizenship, support and engagement. From well-known names like Mark Thomas, Owen Jones and Germaine Greer to environmental activist groups and women’s rights organisations, there is always space for discussion at the Black Box around how we work together for positive social change.
- As the most affordable rentable arts space in the city, the Black Box has enabled hundreds of emerging artists and promoters to try out new ideas and ventures. Hugely successful events like TenX9 storytelling night, Science Cafe, Midweek Magic, Late Night Art and Culture Night all had their genesis in Black Box. Many of these still thrive there. The venue is vital in the arts ecosystem, providing an essential greenhouse space for new ideas to grow. Without this, there is no “leg up” for those artists who will be our household names in ten year’s time.

In 2018/19 we hosted...



More than any other venue or shared space in the city, the Black Box supports education, engagement and inclusion through its creative programming and partnerships. Most of all it actively supports the idea that when creative space is accessible to everyone and when people come together in a space where they are made equally welcome, the most amazing things can happen.