

**Background**

Z-arts is the UK’s only dedicated arts centre for children and families, delivering a broad range of performing arts events, performances, exhibitions, activities, workshops and participatory opportunities. Our mission is to inspire and enable generations of young people from Manchester and beyond to use creativity to achieve their potential.

* Z-arts uses creativity to inspire, enrich and enable children, young people and families to reach their potential and be the agents of change in their own lives.
* In Our Arts Centre in Hulme, in education, in communities, at home and across networks
* Developing Children, Young People, Educators, Artists and Family-togetherness

Based in Hulme, we are committed to supporting our local communities as well as reaching out across Greater Manchester and the North West. We operate from a large Edwardian building which includes a 230-seat theatre, gallery, recording studio, music room, dance studio, café and numerous other rehearsal / meeting rooms. But there is much more to what we do that is outside of the building. We lead networks: Big Imaginations children’s theatre network; MADE (Manchester Cultural Education Partnership); and the Manchester family Arts Network.

Being online in 2020 has resulted in more people being aware of the different areas of work we deliver. In 2021 we will seek to embed this wider understanding of the whole of Z-arts activities as part of our ‘rebuild, research and develop’ including brand awareness and evaluation.

We receive strategic funding from Manchester City Council, to lead on best practice for engaging children and young people in arts and culture. We are an Arts Council England National Portfolio Organisation, leading and delivering the Big Imaginations regional network of children’s theatre, programming and commissioning relevant, diverse theatre for the modern family.

We lead the Manchester Cultural Education Partnership (MCEP) Working Group, with a vision to make Manchester a beacon for creative education, where the arts add magic to life experiences and learning for everyone.

Pre-Covid-19 levels of engagement:

* our Bright Sparks programme, which offers children and young people free creative workshops across all artforms, was full every day of the week.
* Over 100,000 visitors a year, including 25,000 to our Discover exhibition, promoting children’s literature.
* Over 20,000 children taking part in our regular activities every year.

Z-arts actively supports inclusivity of all communities, cultures and people with additional needs. We are also committed to being an anti-racist organisation, and pride ourselves on being a ‘welcoming venue’.

Our core values, being Welcoming, Inclusive, Vibrant, Forward-thinking, Engaging and Fun**,** are as important now as ever, as we welcome children and families back to our building and our practice.

A recent staff workshop identified Inclusive and Fun being our primary values for 2021.

Z-arts is committed to becoming a net-zero organisation and that all staff will be expected and encouraged to work towards this ambition throughout all aspects of their work at Z-arts.

**JOB DESCRIPTION**

**TITLE: Part time Finance Officer**

**RESPONSIBLE TO: Head of Finance and Operations**

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**PURPOSE:**

To assist the Head of Finance by performing the day to day tasks of the finance department, maintaining and updating all financial records and assisting in preparation of management accounts

**HOURS**

The hours of the role are 22.5 hours per week to be spread over 3 or 4 days – a good deal of flexibility is possible for the right candidate.

**MAIN AREAS OF RESPONSIBILITY:**

1. **Sales Ledger**, daily processing of sales invoices, credits and receipts on sage accounts
2. **Cash Takings**, daily accounting for the cash takings from: - Box Office and Café/Bar.
3. **Purchase Ledger**, daily processing of Purchase Invoices
4. **Bank**, daily inputting and banking of sales and cash receipts, pay suppliers or cash purchases by bacs or cheque and daily reconciliations of all bank accounts.
5. **Petty Cash**, as and when required, advancing petty cash to staff, completion of petty cash forms ensuring receipts are correct, approved by appropriate person, weekly input to Sage and reconciliation.
6. **Nominal Ledger**, Inputting and recording of journal entries including prepayments and accruals.
7. **Credit Control**, Produce and send monthly statements, calling debtors on the telephone, dealing with queries and disputes from the debtors in a systematic manner.
8. **Month End,** assist with reconciliations and preparations for producing quarterly management accounts and vat returns
9. **Other Duties,** Any other duties as directed by the General Manager, including admin support for all departments
10. To work with the entire staff team to support and deliver Z-arts strategic and creative vision.
11. To understand, actively promote and adhere to Health & Safety legislation and Z-arts Health and Safety policy.
12. To adhere to all Z-arts policies and procedures.

**PERSON SPECIFICATION:**

1. AAT qualified or at least two years experience as book Keeper / financial officer.
2. Working Knowledge of Sage 50 Accounts software
3. Knowledge of Microsoft Office and Excel
4. Strong organisational and time management skills
5. Ability to demonstrate attention to detail
6. Excellent interpersonal skills and ability to work within a diverse team
7. Excellent communication skills both verbal and written
8. Interest in working in a creative environment.

The following attributes would be desirable:

1. Understanding of Charity accounting
2. Experience of box office systems
3. Knowledge of the arts and cultural scene in the North West

To comply with legislation covering the activities at Z-arts, it is required that all staff undertake training as directed by their line manager. It is also essential that all staff carry out their duties in a safe manner in accordance with the current Health and Safety at Work legislation.