



FINANCE OFFICER JOB DESCRIPTION and PERSON SPECIFICATION

- Location:** Gladrags Community Costume Resource, Unit 10, Westergate Road, Brighton, East Sussex BN2 4QN. This is a basement unit accessed by stairs and a lift.
- Hours:** 8 hours a week. Flexible working hours, with a balance of regular office-based hours and potential for some remote working.
- Rates of pay:** £16-£18, depending on experience

Organisational overview:

Gladrags is a small, Brighton-based charity that is a unique provider of sustainable costume resources and expertise for projects that are rooted in community, education, wellbeing, and the Arts. We have built a collection of 8000 pre-loved costumes and discovery boxes, 95% of which is donated stock that is repurposed and adapted to benefit the community time and time again through subsidised costume hire and community outreach activities.

We firmly believe that costumes are a transformational resource, and our outreach work includes dress-up experiences for children and families experiencing multiple life challenges and reminiscence activities that stave off isolation for older people. We are passionate about the sustainable impact of sharing community skills and resources which sees us running a Rehome-it! scheme of free costumes and fabrics and sharing our sewing expertise and equipment with local groups.

Hiring additionally to the professional arts sector and to partygoers supports our subsidised service whereby we offer 60-80% discounted hire rates to our beneficiaries. In addition to this revenue, we receive funds mainly via grants and major donors, and on a smaller scale, via public fundraising campaigns and the resale of pre-loved clothing. We have been making a difference in our community since 1994 and are currently operating with a management team of 6 part-time workers and an intergenerational team-pool of 25 volunteers.

Summary of the role:

We are looking for someone with a positive, solutions-based approach to working and an appetite for variety within a role, which ranges from financial reporting and bookkeeping to supporting our customer-facing systems. The Finance Officer role encompasses a broad range of tasks carried out on a small scale.



This is reflected in the hours required and the balance between one-off projects and ongoing tasks, which include:

- attending to all aspects of bookkeeping, accounts payable and receivable and payroll
- providing financial information and reports to the management team, Director and Board of Trustees
- reviewing and developing financial systems that support fundraising initiatives and customer-based processes

Areas of responsibility:

Book-keeping:

- Process payroll and pensions (1 employee) and liaise with HMRC
- Log incoming and outgoing payments, including hire fees; grants and donations; suppliers and purchases
- Organise financial records according to a range of funding streams
- Prepare and process bi-annual Gift Aid claims
- Pay freelancers and suppliers
- Perform bank / till checks and reconciliations
- Prepare financial information for staff as needed
- Maintain cash levels and make bank payments

Financial Responsibilities:

- Review and maintain accurate financial records
- Assist with financial analysis, forecasting and monitoring of budgets
- Work with the Director and Admin Officer to review customer-facing procedures as needed e.g. pricing structures; membership benefits
- Work with the Fundraising & Communications Officer to develop financial systems that support our donor records and fundraising initiatives
- Prepare files and accounts for quarterly reporting to Trustees
- Prepare year-end accounts and liaise with external examiner
- Keep up to date with financial regulatory law and make policy recommendations
- Handle payments and contracts for premises rent, business rates, utilities
- Handle staff contracts and pay



PERSON SPECIFICATION

Knowledge, skills & experience	
Essential	Desirable
<ul style="list-style-type: none"> • Working knowledge of double entry bookkeeping via formal qualification • Working knowledge of modern accounting software • Working knowledge of payroll and pensions • Good understanding of budgeting / maintaining records across a range of income streams e.g. restricted grants, donations and revenue • Excellent numerical skills and advanced knowledge of Excel • Experience of preparing and interpreting spreadsheets, charts and data for financial analysis • Ability to prioritise tasks and work independently, with minimal supervision • Good interpersonal skills and ability to work collaboratively with colleagues in an open plan setting (which incorporates staff, volunteers and customers) • Excellent organisational and problem-solving skills, including accuracy and fine attention to detail • Willingness to work flexibly, attending to queries/ issues remotely from time to time 	<ul style="list-style-type: none"> • Ability to think strategically and contribute to planning • Experience of using Quickbooks Online • Experience of working in the voluntary sector in a finance role • Ability to structure processes and set up efficient systems • Flexibility to support customer service if necessary • An interest in the arts and creative industries

Reporting to:	Director
Start Date:	From May 2024 onwards
Position Type:	Part/ time; self-employed. <i>Please note that you will be responsible for paying your own taxes.</i>