

**CLEAN
BREAK**

Finance Officer Recruitment Pack

Welcome!

Thank you very much for your interest in the role of Finance Officer at Clean Break.

This is a part time, 21 hours a week, permanent position, paying £15,000 a year (£25,000 full time equivalent).

Because our work is about highlighting women's experiences and providing gender-specific services to women, all of our positions are open to women only (exempt under Equality Act 2010 Schedule 9, part 1).

We hope that this pack will give you plenty of information before you apply. Our website cleanbreak.org.uk will also give you lots of background on our company and our work.

We want everyone who believes they meet the Person Specification to feel comfortable and confident in applying for this role. It is our responsibility to make the application process accessible, and to give you the information you need to decide whether you are going to apply.

If it would help you to have the recruitment information or application form in a different format, if our online application portal creates barriers for you, or if you have any questions before you apply, please get in touch through recruitment@cleanbreak.org.uk and you'll hear back from us.

If you'd like a phone chat with Cath, Head of Finance & Operations, about whether this role might be right for you, let us know by email at least three working days before the application deadline, and we'll arrange a time.

Welcome!

We have extended the application deadline for this role to 12pm midday on Monday 6 June 2022.

We look forward to hearing from you, and if you decide to apply, good luck with your application.

Equal Opportunities

Clean Break is a women's theatre company, founded in 1979 by two women prisoners who believed in the power of theatre to transform lives.

Our vision is of a society where women can realise their full potential, free from criminalisation.

We strongly believe that your lived experience enhances what you bring to a professional setting. We want women from a broad range of diverse backgrounds with a cross section of skills, experiences and narratives to extend and develop how we work.

The UK's cultural workforce does not represent the diversity of our society – far from it. We know that many women face multiple barriers when looking to begin or progress a career in the arts, for all sorts of reasons. We recognise that you are even more likely to have faced barriers, in our sectors and others, if one or more of the following represent you:

- You have lived experience of the criminal justice system^[1]
- Black, Asian and racially minoritised women
- You don't have socio-economic privilege, and/or you identify as working class
- You identify as D/deaf or disabled or both

and we warmly welcome your application.

^[1] By lived experience, we mean that you have had personal (not professional) contact with probation, prison and/or the police, or that you have been at risk of entering the criminal justice system because of alcohol or drug use.

Equal Opportunities

Positive action: first interview stage

We have specific positive action in place for our first interview stage. If you have lived experience of the criminal justice system or you identify as D/deaf or disabled, you can choose whether you would like us to apply our positive action policy when reviewing your application – you just need to answer yes to the question 'apply positive action'. If you answer yes, this means that if you have clearly shown in your application that you meet our minimum criteria, you will be invited for a first interview.

We do not ask you to disclose any further details in your application, and we treat all positive action answers confidentially and sensitively. Please read our separate Criminal Records Disclosure Information for Job Applicants document if you would like to know how you can disclose further details about a criminal record during the application process.

What we value

We have core company values which guide and shape how we work: compassion, collaboration, creativity, courage, change, and equity & fairness. We seek out women who share and live these values.

Our team members are passionate about social and racial justice and about improving the lives of women with lived experience of the criminal justice system. We believe strongly in the power of theatre to transform lives.

We know that women's careers take many different paths for all sorts of different reasons. We support and celebrate this.

You don't need to have an arts qualification, or a university degree or college education, to work with us.

Who do we need for this role?

We are looking for a detail focused, organised, approachable Finance Officer to support the operation and administration of our charity's finances. You'll have experience of this kind of work already, and ideally you'll be a qualified or part qualified bookkeeper (AAT, ICB or IAB).

You'll process cost invoices and make payments, issue sales invoices, follow up on late receipts, manage bank and cash reconciliations, and support the finance team with month end and year end reconciliations, calculations and reports.

You'll build positive, professional relationships with customers and suppliers, and enjoy working collaboratively to support the wider staff team with accurate, timely information and to help them with their transaction and process queries.

A regular weekly pattern of work is important, but the 21 hours can be split across the working week to fit around other commitments. Hybrid working is possible for this role.

Job Description

Bookkeeping

- Process routine transactions into the finance system (QuickBooks Online) including bills & payments, sales invoices & receipts, card expenditure, petty cash expenditure.
- Accurately prepare the weekly supplier payment run on QuickBooks and banking software, for internal approval, working to deadlines set and ensuring effective cashflow.
- Ensure sales invoices are issued promptly based on information provided on internal Request to Invoice forms, and where necessary obtain purchase order numbers from customers before issuing invoices.
- Uphold all financial controls and ensure adequate records are kept and filed correctly to evidence all transactions. Suggest improvements to financial controls where appropriate.
- Follow carefully the company's VAT coding structure, ensuring all transactions are given the correct VAT code.
- Cash management including but not limited to: preparation of monthly bank, cash and card reconciliations, weekly control and management of petty cash, banking of cheques and cash withdrawals.
- Support the timely receipt of customer payments, through regular reconciliation of debtors, effective reminders and follow-ups requesting payment as required. Work with budget holders on communications with customers where useful and keep them updated on progress with slow to pay customers.

Job Description

- Support the financial month end routine, working to deadlines set and communicating your progress effectively to the finance team, to enable timely production of management accounts by the Head of Finance & Operations.
- Support with the processing of month end journals and adjustments as instructed by the Finance & Data Manager or Head of Finance & Operations.
- Provide additional information and reports using QuickBooks and Excel for the preparation of budgets, monthly and quarterly management accounts, and end of year accounting, as required.
- Deal with staff enquiries about transactions and payments as they arise, liaising with the Finance & Data Manager as necessary.
- Maintain positive relationships with customers and suppliers, ensuring their queries are handled promptly and efficiently, and keeping the Finance & Data Manager updated on any issues arising.

Culture & Values

We ask all staff to contribute positively to the company culture by:

- Participating in our actions to improve equality and inclusion for all women, particularly in relation to delivering on our anti-racism action plan and on our commitment to include our Members more fully in the life of the company

Job Description

- Upholding and celebrating the company's values: compassion, collaboration, creativity, courage, change, and equity & fairness
- Demonstrating and encouraging excellent communication with colleagues
- Engaging positively with team development initiatives, wellbeing and social activities
- Getting involved with the recruitment and welcome of new colleagues, volunteers and trustees

Other

- Think and work sustainably, and contribute to climate justice
- Maintain confidentiality and adhere to Clean Break codes of practice and policies
- Carry out other duties as reasonably required

Person Specification

This is the section you will refer to the most during the recruitment process.

Below, we have listed the specific skills, knowledge and experience we are looking for.

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| 1. Qualified | Bookkeeping qualification (AAT, ICB or IAT) or part qualification, or can demonstrate that you are qualified by experience. |
| 2. Charity | Able to demonstrate a clear interest in working for a charity. |
| 3. Detail | Excellent attention to detail and data accuracy. |
| 4. Organised | Strong administration, organisational and time management skills. |
| 5. Communication | Able to communicate well with a wide range of people in a work environment, in writing and in person. |
| 6. IT | Excellent computer skills. Familiar with Microsoft Office suite and proficient with Microsoft Excel. |
| 7. Accounting software | Recent experience of working with cloud accounting software: QuickBooks Online, Xero, Sage Accounting or similar (adequate training will be provided). |

Person Specification

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| 8. Attitude | Conscientious, calm and reliable in the workplace. |
| 9. Approachable | Warm and approachable while able to maintain professional boundaries. |
| 10. Team focused | Skilled at keeping colleagues updated with relevant, timely information using the most effective channels of communication. |

Contract Terms & Benefits

Job title	Finance Officer
Reports to	Finance & Data Manager
Contract type	Part time permanent employment contract
Salary	£15,000 a year (£1,250 a month before taxes and other payroll deductions; £25,000 FTE)
Working hours	21 hours a week Monday to Friday
Probation period	6 months (as for all permanent positions)
Notice period after probation	8 weeks
Annual leave allowance	17 days including Christmas closure period, plus public holidays pro rata. Equivalent to 25 days plus public holidays for a full time position.
Location	At least one day a week at our offices in Kentish Town, North London; hybrid working combining office and home working is possible. Open to other flexible working options, including how the 21 hours are spread across the week.

Contract Terms & Benefits

Physical access	The cobbled street outside our building is uneven with parked cars; care is therefore needed when accessing the building by wheelchair or with other physical aids. The building itself has been designed to be wheelchair accessible throughout and all spaces can be accessed step-free.
Pension scheme	Scottish Widows pension scheme: for eligible staff, Clean Break will contribute 3.5% of your salary when you contribute at least 5% of your salary.
Other benefits	Employee Assistance Programme, training budget, cycle to work scheme.
Pre-work checks	Two satisfactory references; Evidence of right to work in the UK; Basic Level DBS check - see below.

Contract Terms & Benefits

This role involves access to financial data and systems and working in a building where the safety of everyone on site is essential. For these reasons, we will request a Basic Level Check from the Disclosure & Barring Service (DBS) after any conditional offer of employment.

A Basic Level Check will only show convictions and/or conditional cautions that are not 'spent'. For more information on how long it takes for convictions and conditional cautions to become 'spent', please refer to Nacro's guidance on the Rehabilitation of Offenders Act. A criminal record, in itself, will not prevent someone from being appointed to this job.

Further detail from our policies on Equality & Diversity and Criminal Records Disclosure are provided alongside this Pack as separate documents.

How to apply for this role

Please let us know if your access needs are not met by the application process explained below – we will adapt the process to meet your needs.

Application for this role is by answering some questions in an application form, and a few short questions in our application portal. The application form is downloadable alongside this pack.

Alternatively you can submit a shorter application form and answer the main questions in a series of short videos. If you would like to answer the questions by video, please let us know at recruitment@cleanbreak.org.uk and we will send you full details of how to make and submit your video answers, along with the shortened application form.

We also ask all applicants to complete an equal opportunities monitoring form, and submit this separately, outside of the application portal. Your answers really help us understand how we are doing in attracting a broad range of candidates. Every question has a ‘prefer not to say’ option. These monitoring forms are anonymous and cannot be linked in any way to your application. There is a link to the monitoring form in the application form.

In the application form, you will be asked whether you would like your application to be considered under our positive action policy – if you wish to be invited for interview based on our minimum criteria, in line with our policy, this is where you should let us know.

How to apply for this role

For written applications, once you are ready to upload your completed form and submit your application, the link below will take you to our application portal.

In the portal, you will be asked to confirm that you identify as a woman, that you have the right to work in the UK, and that you understand that any job offer will be subject to references and a Basic Level DBS check.

After this, you will be prompted to upload your completed form.

Link for submitting applications: <https://cleanbreak.peoplehr.net/Pages/JobBoard/Opening.aspx?v=396fcac7-8fdd-4b7e-a0e6-0c6131066383>

You will receive an automated message confirming that your application has been successfully submitted.

Next Steps and minimum criteria

Our shortlisting panel will select the applicants they would like to meet for interview. They will focus on applicants who have met the following minimum criteria:

- Submitted a complete application, before the deadline
- Provided relevant information on their work history and training & qualifications without significant unexplained gaps
- Scored 'met' for all criteria tested in the application form /video application questions

The panel will first allocate interview slots to candidates who meet the minimum criteria and have asked us to apply our positive action policy.

The remaining interview slots will be allocated to candidates who have scored most strongly across the questions in the application form. This will mean scoring at least 'met' on each criteria tested, and will most likely mean scoring 'strongly met' in some areas.

All applicants will be contacted by end of Thursday 9 June whether they have been shortlisted or not.

For those selected for interview, first round interviews will take place online. We expect the second round interviews to take place in our building in Kentish Town. We always share the names of the interview panellists and the format of the interview in advance. If you have access needs, we will meet them.

Feedback

All applicants who attend an interview will be offered individual feedback.

For those not selected for interview, in place of individual feedback we can provide, on request, a short summary of what we found that the strongest applications had in common, which we hope will help you with future job applications.

Key Dates 2022

Application Deadline	Monday 6 June, 12pm midday
Shortlisting Complete	end of day Thursday 9 June
First Interviews	Thursday 16 June (online)
Second Interviews	Tuesday 21 June (in person if possible)
Ideal Start date	As soon as possible

Thank you again for reading this pack, and we hope to hear from you.

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Company number 2690758



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