

## BOOKKEEPER (PART TIME) REF: B01-18

### Introduction

The opportunity has arisen to become the **bookkeeper** of award-winning charity Create, the UK's leading charity empowering lives through the creative arts. The part time role (12 hours pw) is based at Create's City of London office and reports to the Director of Finance & Operations. The successful candidate will bring significant levels of experience and expertise. The role could be undertaken on either a salaried or freelance basis.

### Create

Create is the UK's leading charity empowering lives through the creative arts.

We know that unleashing creativity ignites imaginations, develops confidence and builds relationships. Like setting off a firework, our professional artists light the touch paper and our participants discover new found self-belief and a desire to try more, do more and be more.

We put our ambition into practice by working with seven groups of vulnerable people: young patients; disabled children and adults; young and adult carers; schoolchildren (and their teachers) in areas of deprivation; vulnerable older people; young and adult offenders (and their families); and marginalised children and adults.

We're a national charity that champions local priorities by collaborating with our partners to tailor every project to each individual's needs. Everything we do is rigorously evaluated because we're passionate about providing inspiring and empowering creative experiences that have a lasting impact.

We know from experience that drama can build an isolated young carer's self-esteem, that storytelling can strengthen the bond between a young offender and the loved ones waiting for him at home and that music can help ease the anguish of a parent of a child with a life-limiting condition.

One spark of creative energy opens up a world of positive opportunities. Create lights that spark.

[www.createarts.org.uk](http://www.createarts.org.uk).

### Primary Objectives

To undertake the bookkeeping, ensuring confidentiality, accuracy and meeting deadlines.

### Salary

£22k-£24k pa pro rata (12 hours pw)

### Position within Organisation

The bookkeeper is responsible to the Chief Executive and reports to the Director of Finance & Operations.

### Main Tasks Involved

- Bank reconciliations
- Maintenance of sales ledgers
- Credit control
- Maintenance of Purchase Ledgers
- Completion of VAT Returns (including partial exemption computation)
- Processing of payments
- Management accounts
- Drafting artists' self-billing invoices
- Reclaiming gift aid

**Chairman:** Eddie Donaldson **Chief Executive:** Nicky Goulter **Ambassador:** Alistair DK Johnston CMG **Patrons:** Sir Matthew Bourne OBE . Esther Freud Dame Evelyn Glennie . Howard Goodall CBE . Ken Howard OBE RA . Erwin James . Shobana Jeyasingh MBE . Tim Marlow . Nicholas McCarthy . Lord Moynihan . Susannah Simons **Trustees:** John Broadis . Eddie Donaldson . Tim Jones . Marit Meyer-Bell . Vanessa Sharp . Carol Topolski

A company limited by guarantee and registered in England & Wales Company Registration No 4728145 Registered Office at business address Charity Registration No 1099733 VAT Registration No 820 2394 59



### Other

- Office duties.
- Undertaking any other duties as may be reasonably required by the Chief Executive.

## PERSON SPECIFICATION

### Summary of Candidate

Create is seeking an experienced bookkeeper with the following attributes:

### Essential Qualifications and Experience

- Educated to degree level.
- Finance qualification.
- Experience of Sage 50.

### Skills and Abilities

- Demonstrable interest in Create's mission.
- Effective time management, prioritisation and planning skills.
- Accuracy and meticulous attention to detail.
- Exceptional organisational and administrative skills.
- Ability to work to strict deadlines and remain calm under pressure.
- Confidentiality.
- Ability to work within a small, multi-disciplinary team.
- Ability to prioritise and to work to disparate agendas.
- Self-motivation and ability to work on own initiative.
- Numeracy.
- A sense of humour.
- An understanding of equal opportunities issues.
- Computer literacy including Microsoft Word, Excel and the Internet. If needed, training will be given in Act! (Create's contact management system).

### Terms & Conditions

- 12 hours pw over two or three days.
- Salary: £22k-£24k pa pro rata
- 28 days holiday pa pro rata including eight Public Holidays.
- The position is based at Create's offices in the City of London.
- Travel to projects will be required on occasions.
- Office hours are 9.30am - 5.30pm, Monday to Friday with an hour for lunch.
- Time Off In Lieu may be offered for any weekend work required.
- All Create personnel and artists are required to have a Disclosure and Barring Service (DBS) check, which Create will carry out upon appointment.
- All staff are required to adhere to Create's Dress Code.