



Liverpool Biennial

Finance Officer

Job Information Pack

Closing date: 11.59pm, 1 April 2024

# Liverpool Biennial

Hello,

Thank you for your interest in the Finance Officer role at Liverpool Biennial. Please find below further details about the position, along with some details about Liverpool Biennial and what it is like to work with us.

The Finance Officer will work within the Finance Team on a part-time, permanent contract, subject to satisfactory completion of a 3-month notice period. The position will be offered at a salary of between £14,902 pro-rated from an FTE of £24,836, depending on experience. The job will be based in the Biennial Office in New Bird Street, with the option to work from home on occasion, with prior agreement of your line manager.

Diversity and inclusion are core values at Liverpool Biennial. We welcome applications from all sectors of the community, including applications from people of colour, Black, Asian and minority non-white groups, Indigenous people, Disabled people, people who identify as being LGBTQIA+ and others of any age who demonstrate the ability to contribute to our vision of a diverse and inclusive community.

We are happy to try and make the application process easier for you if you have any particular access requirements, so if you need to have these details in a different format, please do email me at [applications@biennial.com](mailto:applications@biennial.com) and I will discuss your needs confidentially and try and find the best way for you to apply.

Thank you for your interest in this role. On the following pages you can find out more about the Biennial and the work that we do, the support the Biennial offers its employees, and the job description for the Finance Officer position. If you are interested in the role, then the details of how to apply are also included. The team and I look forward to hearing from you.

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Best wishes,

Jade Mitchell

HR Support Manager  
Liverpool Biennial

## **JOB DESCRIPTION**

### **Finance Officer**

**Salary:** £14,902 pro-rated from an FTE of £24,836  
**Reports to:** Head of Finance  
**Responsible for:** N/A  
**Contract:** Part time (22 hours per week, temporarily increasing to 30 hours per week from January 2025 – September 2025 for the festival), Permanent  
**Deadline:** 1<sup>st</sup> April 2024, 11.59pm,

### **About Liverpool Biennial**

Since its inception in 1998, the Biennial has become renowned in the international contemporary art world, bringing together different voices and artistic practices from across the world. Taking place every two years, Liverpool Biennial activates public institutions, historical sites, and extraordinary locations across Liverpool, delivering exhibitions and major commissions in the public realm. Each edition is underpinned by a year-round programme of research, education, residencies, projects, and commissions. Having commissioned over 392 new artworks and presented work by over 560 celebrated artists from around the world, Liverpool Biennial is built on a longstanding commitment to connecting international artists with local practitioners, communities, and the public at large.

### **About the role**

The Finance Officer is responsible for maintaining and monitoring efficient financial systems and controls and legally compliant financial records and reports.

The Finance Officer enables the successful delivery of the Biennial's objectives by implementing legally compliant, and secure accounting systems. The post requires reliability, initiative, confidentiality, attention to detail and close liaison with the budget holders.

## **MAIN DUTIES**

### **Accounting Duties**

- To ensure that all work meets recognised accounting standards and to keep up to date with best accounting practice.
- To process and make weekly payment run and other banking transactions.

- To produce full monthly and annual accounting reports including Trial Balance, Profit and Loss Account, Balance Sheet, Creditors and Debtors Analysis, Cash Flow forecasts and Nominal Activity and Balances.
- To assist the Head of Finance with the production of a full set of monthly Management Accounts. Liaising with Budget Holders to update the forecast of each budget spending and cash flow.
- To liaise with the Company's Accountants and Auditors ensuring the satisfactory provision of all accounting information and support to enable a satisfactory Audit and Financial statement of accounts Report.
- To conduct regular meetings with budget holders to ensure they supply and are supplied with up-to-date expenditure, income and forecast figures.
- To work with the Development department to support income development and financial reporting to stakeholders.
- To provide project analysis and costing exercises as and when required
- To upkeep a restricted funds analysis whilst liaising with the development team.
- To prepare and update fixed asset and depreciation records, asset sales and disposals together with inventory checks at year-end.
- To process and submit quarterly VAT returns. Provide and monitor quarterly Income and Expenditure reports regarding VAT to comply with HM Customs regulation.
- Responsible for the monthly reconciliation of all balance sheet items including Bank accounts, Credit cards, VAT Liability, Pension, Accruals, and prepayments etc.
- To have responsibility for Petty Cash to ensure that all entries, records, and all receipted transactions comply with Inland Revenue dispensation.
- To record financial information and make payments related to the Stakeholder Pension Scheme and membership.
- Responsible for the management, reconciliation and collection of cash floats and banking of cheques

### **Payments and Receipts**

- To maintain all monthly journals, cash book payments and receipts, and monthly bank reconciliations
- To maintain and control all Purchase invoices and records ensuring appropriate Purchase Orders have been raised and authorised by Budget Holders and accurate cost allocations assigned as outlined in the procurement policy within the financial handbook.
- To maintain and post records of all Company Credit card transactions, ensuring appropriate receipts and nominal codes accompany statements.
- To ensure the timely payment of creditor invoices with appropriate Budget Holders approval and within agreed settlement terms.
- To arrange all foreign payments to artists, galleries etc ensuring relevant budget holder approvals

- To issue debtor invoices as and when required from the Development team and pursuing late settlements and credit control.

### **Internal and External Lines of Communication**

- The Finance Officer meets weekly with the Head of Finance, and regularly with each of the budget holders.
- The Finance Officer is the central point of contact for banking, payments to suppliers and accountants.
- Weekly work planning and review meeting with line manager.

### **Miscellaneous**

- Attend the weekly team meeting.
- Attend training and professional development opportunities as required.
- Work within the context of Liverpool Biennial's Equity, Diversity and Inclusion policy, Code of Conduct, Sustainability policy and other policies in delivery of internal and external service and treatment of colleagues, partners, and participants.
- Other duties as required, commensurate with the nature and responsibility level of the role.

## **PERSON SPECIFICATION**

### **Essential:**

- Minimum 2 years in similar role
- Accountancy qualification such as AAT or equivalent
- Proficient in using QuickBooks.
- Ability to work on own initiative.
- Demonstrable computer skills – Proficient in use of all Microsoft Office applications, particularly Excel
- Excellent organisation skills and the ability to prioritise a varied and often urgent workload from a variety of sources.
- Ability to work effectively under pressure and produce a large quantity of work to a high standard.
- Attention to detail and commitment to a high degree of accuracy and an ability to work to set procedures.
- Ability to maintain a high degree of confidentiality Strong team ethic with the ability to work independently.
- Demonstrable understanding of and commitment to equality, diversity and inclusion
- Demonstrable commitment to environmental sustainability

**Desirable:**

- 2 A-levels or B-TEC equivalent
- AAT level 3 upwards
- Great problem-solving abilities
- Knowledge of Liverpool City Region, and Liverpool Biennial
- Experience of working in an arts or charity environment

**TERMS AND CONDITIONS**

|                            |   |
|----------------------------|---|
| <b>Location</b>            | Full-time office working at Liverpool Biennial office, 55 New Bird Street, Liverpool, L1 0BW, with opportunity for occasional home working, depending on prior agreement of line manager. |
| <b>Contract</b>            | Permanent   |
| <b>Salary</b>              | £14,902 pro-rated from an FTE of £24,836  |
| <b>Hours</b>               | Part time (22 hours per week)   |
| <b>Holidays</b>            | 25 days per annum in addition to all statutory and public holidays (this will be calculated pro-rata dependent on contract start/ end date and the contracted number of hours.)           |
| <b>Notice</b>              | One Month   |
| <b>Additional Benefits</b> | Employee Assistance Programme   |

## HOW TO APPLY

The Closing date for applications for this role is 11:59pm, 1<sup>st</sup> April 2024

If you would like to be considered for the role, please send us:

- An up-to-date CV or a 3-minute audio or video file telling us the content of your CV
- A supporting statement which addresses why you are interested in the role and how you meet each of the criteria listed within the person specification, giving examples (with hyperlinks to examples if you wish) from your experiences to date from both within and outside of work.
- Contact details for two referees (an offer of employment will not be confirmed without two satisfactory references; however, we will not make contact with them without seeking your permission first).
- Confirmation of whether or not you identify as disabled. As a Disability Confident employer, we will offer an interview to all disabled applicants who fully meet the essential criteria in the person specification

Completed applications should be submitted to [applications@biennial.com](mailto:applications@biennial.com) by the closing date of 11:59pm, **1st April 2024**, with the following subject title: **'your name - application for Finance Officer'** Upon receipt of your application, we will send you a link to our equality monitoring form for you to complete and submit online. The information on the form will be treated as confidential, stored anonymously, and used for statistical purposes only. The completed form will not be treated as part of your application.

After the closing date, our shortlisting panel will then meet to evaluate all of the applications and a shortlist of applicants will be invited to interview. Interviews will take place in person in Liverpool on Tuesday 9<sup>th</sup> April 2024.

If you require any further information about this recruitment process, need additional information about the role, or would like to discuss your access requirements, please contact Jade Mitchell at [applications@biennial.com](mailto:applications@biennial.com). We are here to support you.



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**ARTS COUNCIL  
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Image credit: Ugo Rondinone, Liverpool Mountain, 2018. Image courtesy Liverpool Biennial. Photo Mark McNulty