

Hay Festival - Job Description

Finance Officer

Location:	Hay Festival offices, The Drill Hall, Lion Street, Hay on Wye, HR3 5AD
Type of contract:	Full time - one year fixed term, with potential to extend.
Hours of work:	Working hours are 37.5 hours per week. The post holder will be expected to be flexible and there may be a requirement to work such days and hours that might vary from your normal pattern from time to time in accordance with business requirements.
Salary:	£25 - £28k per annum
Annual Leave:	25 days per year plus public holidays

Overview

Hay Festival (www.hayfestival.org) was founded in Hay-on-Wye in 1987, and has taken place annually every year since. The Festival has grown rapidly in recent years, with many offshoots across the world since 2006.

The original festival in Wales brings together over 600 international authors and thinkers in 700+ events over an 11-day period each May/June. International Hay Festivals are held over 4-day weekends, typically with between 50 and 100 events, in countries across the world from Spain to Colombia, with South America being a strong area of growth for the Festival.

Hay Festivals celebrate great writing from poets and scientists, lyricists and comedians, novelists and environmentalists, and the power of great ideas to transform our way of thinking. We believe the exchange of views and meeting of minds that our festivals create inspire revelations personal, political and educational.

This role, as part of the Finance team, is part of a small and dedicated team in delivering one of the UK's most popular festivals, described by Bill Clinton as, 'the Woodstock of the mind.'

Job Description

Summary

Reporting to the Finance Director the Finance Officer will be the key contact for day to day financial aspects of the organization and will assist in the administration and maintenance of an effective and robust finance department for the Hay Festival.

Main duties

- Manage payroll and pension function and ensure all returns and payments are made accurately and on time.
- Prepare and supply financial management information for budget holders to facilitate management of their budgets
- Understanding of projects and programmes to support international programme teams regarding budgets and costs.
- Reconcile monthly credit card accounts and post to relevant expenditure codes.
- Reconcile all card sales transactions
- Identify opportunities to claim Gift Aid and process and manage all gift aid claims
- Assist in the preparation of monthly management accounts
- Participate in the preparation of statutory accounts and compile relevant schedules and analysis.
- Implement a grant management system to ensure reporting requirements are met and to inform cash flow management.
- Manage petty cash
- Prepare and analyse monthly cashflow statement.
- Maintain nominal, sales and purchase ledger.
- Credit Control.
- Maintain Fixed Asset Register
- Produce quarterly VAT returns

PERSON SPECIFICATION - Essential and Desirable Qualities

Essential	Desirable
Proven track record in Financial Management.	Experience in arts project budgeting, funding and reporting.
Knowledge of VAT schemes including partial exemption and EU VAT.	Welsh Language skills
Knowledge of the Not for Profit/charity sector.	
Highly organised and motivated. Excellent written communication and administrative skills with a strong attention to detail.	
The ability to be independent and self-motivated - taking initiative and ownership - as well as participate in a team with sensitivity and flexibility.	
A good communicator able to deal with staff / suppliers/ sponsors and statutory funding bodies effectively.	
The ability to manage multiple priorities and meet project timelines and a flexible approach to developing and delivering the post.	
Experience of reporting at Board level.	
Discretion and a proven ability to handle confidential and sensitive information.	
Demonstrate a willingness to undertake training as required for the development of the post and enhancement of the company's skills base.	
Full Driving Licence.	

For an informal conversation about the post please contact **amanda@hayfestival.org**
or call 01497 822620

To apply please complete the application form, then email to adrian@hayfestival.org or post to:

Adrian Lambert
The Drill Hall
25 Lion Street
Hay on Wye
HR3 5AD

Deadline for applications

Friday 26th January @ 5.00pm

Interviews

1st and / or 2nd February 2018