

**Swindon Dance**  
**Finance Officer**  
**Job Description**

<b>Post:</b>	Finance Officer
<b>Salary:</b>	£23,500.00 per annum pro rata
<b>Hours:</b>	Three-days (22.5 hours) per week
<b>Responsible to:</b>	Executive Director

**Main purpose of the role:**

To provide financial management support to the organisations Directors and budget holders ensuring the smooth running, management and reporting of all Swindon Dance financial accounts and systems.

**Duties and responsibilities**

- Support Swindon Dance Artistic and Executive Directors on all financial matters
- Support managers with their budget responsibilities in line with the revised Financial Procedures (November 2018)
- Manage and maintain a SAGE accounting system on a day to day basis
- Oversee all financial transactions (incoming and outgoing).
- Keep accurate records for all transactions
- Process invoices
- Credit control
- Update internal systems with financial data
- Reconcile bank statements
- Participate in financial audits
- Assist with budget preparation
- Manage queries from suppliers, contractors, freelancers and staff in line with Swindon Dance's commitment to a high standard of customer care
- Payroll including pension
- Produce financial reports including quarterly management accounts and yearly financial reports for:
  - Swindon Dance Artistic and Executive Directors;
  - Swindon Dance Board of Trustees;
  - External auditors;
  - Arts Council England;
  - Charity Commission;
  - Company House.

- Compliance with charity commission guidelines regarding financial procedures and submission of accounts to the Charity Commission.
- Managing a petty cash system

**General:**

Understand and comply with the principles of data protection with reference to current legislation.