

INFORMATION PACK

Finance Assistant (Part-Time Position)

Thank you for your interest in the above vacancy. We're really happy that you've found us.

Details of the background and context to this role can be found in this pack.

How to apply

Your completed application should include the following:

1. An application form which includes a personal statement in written or recorded format
2. Your up-to-date CV
3. A completed equal opportunity monitoring questionnaire - this form is optional, and your completion or non-completion of the form, or any of its sections, will not have a bearing on your application.

Once you have completed your application documents, please return them before the closing date to:

Samantha Fairclough
Executive and Project Assistant
Creative Folkestone
Quarterhouse
Mill Bay
Folkestone
Kent CT20 1BN

or email your completed application samanthafairclough@creativefolkestone.org.uk

If you have any questions relating to this vacancy, please contact our Head of Finance, Steve Ansell, on email: steveansell@creativefolkestone.org.uk for an informal chat.

Deadline

Applications will be reviewed on a rolling basis, so early application is encouraged, and we will close applications once a successful candidate is found.

Interview process

Interviews will take place on a rolling basis.

Start date

Dependent on successful candidates' availability: **As soon as possible.**



ABOUT CREATIVE FOLKESTONE

Creative Folkestone believes in the power of creativity to transform people, places, and communities. We lead with imagination and purpose, enabling others to be curious, ambitious, and empowered to shape a changed future. Through collaboration, risk-taking, and deep local knowledge, we make bold ideas happen.

Since 2002, Creative Folkestone has enabled long-term cultural change in one of the UK's most deprived seaside towns. We've nurtured a creative community of approximately 300 people living and working in 60 restored buildings, established Quarterhouse, a thriving venue for live performance, and staged six internationally acclaimed Triennials. We are home to the UK's largest urban outdoor art exhibition, Folkestone Artworks, and we run a year-round programme of performance and learning, alongside an ambitious and inclusive book festival. Our work has led to new jobs, new businesses, and new confidence across the town.

Since 2020, Creative Folkestone also stewards Derek Jarman's Prospect Cottage and runs a residency programme in Dungeness; we've shaped the cultural vision for Otterpool Garden Town and helped return the former gasworks at Ship Street to public ownership.

Our team is small, skilled, and supportive – powered by care, creativity, and a strong sense of place. We are governed by a committed and knowledgeable voluntary board.

We have declared that **FOLKESTONE IS AN ART SCHOOL** and now, **Folkestone is a Library, a three-year project funded by Arts Council England**. All our work is underpinned by a joyful, ambitious learning and engagement programme that champions access, inclusion, and creative expression across every artform, age and ability. Together, we imagine new ways to live, learn and thrive, for all.

www.creativefolkestone.org.uk

JOB DESCRIPTION

Finance Assistant (Part-Time)

Reports to:	Head of Finance
Location:	The Quarterhouse, Mill Bay, Folkestone, Kent CT20 1BN
Hours:	This is a flexible part-time position of between 21 and 25 hours per week. The hours can be worked over 3 to 5 days each week, depending on the needs of the organisation and the successful candidate.
Salary:	£29,084 per annum, pro-rated to the hours agreed.

BACKGROUND

Creative Folkestone is an arts charity dedicated to transforming Folkestone through creativity. Our work encompasses a broad range of cultural, community and regeneration activity, including our arts and events programme, the Creative Quarter, Quarterhouse, Folkestone Triennial, Folkestone Book Festival and Prospect Cottage.

The Finance team works across the organisation, supporting the effective financial management of our charitable activities, property portfolio, venues and programmes. It plays an important role in ensuring that Creative Folkestone's financial processes are accurate, efficient and well managed, supporting both the day-to-day operation of the organisation and its longer-term sustainability.

JOB PURPOSE / OBJECTIVES

To provide accurate and efficient financial and administrative support across Creative Folkestone as part of the Finance team.

The Finance Assistant will support the day-to-day operation of the organisation's financial processes, including accounts payable and receivable, banking, reconciliations, income processing and general finance administration.

Working closely with colleagues within the Finance team and across the wider organisation, the postholder will help ensure that financial transactions and records are processed accurately and within agreed timescales and provide a responsive and reliable finance service to colleagues and external stakeholders.

KEY RESPONSIBILITIES

Accounts Payable

- Process supplier invoices approved within the approval system.

- Prepare supplier payments using the online banking system and update the finance system accordingly.
- Send remittance advices to suppliers electronically.
- Reconcile supplier statements to the finance system and investigate any discrepancies.

Accounts Receivable

- Ensure rent invoices are generated on time within the property management system and imported into the finance system.
- Manage tenant accounts within the finance system.
- Monitor aged debtors and promptly alert the relevant teams, including Finance colleagues, to overdue accounts.
- Manage tenant deposits.
- Raise ad hoc sales invoices within the finance system.

Banking

- Reconciliation of bank account transactions imported from the online banking system into the finance system.
- Investigating unreconciled bank transactions with the bank and internally.

General

- Ensure monthly financial transactions are processed and complete by agreed internal deadlines.
- Reconcile corporate credit card expenditure for senior members of staff.
- Reconcile weekly bar, box office and car park income and process entries within the finance system.
- Process and pay monthly staff expenses.
- Provide financial and administrative support to colleagues within the Finance team.
- Produce financial reports and respond to queries from colleagues across the organisation.
- Respond to enquiries from external stakeholders, staff and emails within the Finance inbox.
- Undertake any other reasonable duties as required to support the Finance team and wider organisation.

TERMS AND CONDITIONS

This is a part-time permanent role.

Full conditions are as per the written statement of employment. You must be eligible to work in the UK and in possession of the relevant documents.

PERSON SPECIFICATION

SKILLS, EXPERIENCE AND KNOWLEDGE

	Essential	Desirable
Previous experience working within a finance or accounts team.	X	
Experience of financial administration and processing, including accounts payable and/or accounts receivable.	X	
GCSE (or equivalent) Maths and English.	X	
Good IT skills, including Microsoft Excel, Word and Outlook, and confidence using finance systems.	X	
Experience of working in a busy environment, managing competing priorities and meeting deadlines.	X	
Excellent attention to detail and a high level of accuracy.	X	
Good numerical and analytical skills.	X	
Good organisational skills and a methodical approach to maintaining financial records.	X	
Good written and verbal communication skills, with the ability to respond professionally to queries from colleagues and external stakeholders.	X	
Working knowledge of QuickBooks Online.		X
A working knowledge of VAT.		X
Experience of property related finance, including rent, tenant accounts or deposits.		X
Experience of working within the charity or not for profit sector.		X

ATTRIBUTES

	Essential	Desirable
A positive, flexible and collaborative approach to work.	X	
Ability to work on own initiative as well as part of a team.	X	
Calm, focused and able to perform well under pressure.	X	
Reliable, practical and resourceful.	X	
Ability to maintain discretion and confidentiality when handling sensitive financial and organisational information.	X	
A willingness to support colleagues and the wider needs of the Finance team and organisation.	X	
Demonstrates a commitment to diversity, equity and inclusion in all aspects of work and interactions.	X	
An interest in and commitment to Creative Folkestone's charitable aims and the role of creativity in Folkestone.	X	
Experience of or an interest in working within the arts and cultural sector.		X