



# DEAF EXPLORER

# FINANCE ASSISTANT

APPLICATION PACK / SPRING 2024



# About Deaf Explorer

---

## Who We Are

Deaf Explorer are a small team based in Birmingham. We are an arts organisation with a focus on access and inclusion. We develop the creative practice of Deaf artists and produce their work to reach new audiences and participants. Our pioneering work in schools has provided Deaf role models, inspiring Deaf and hard of hearing young people at an early age. We have a strong track record of supporting theatre makers, choreographers & dancers as well as cross artforms, such as Visual Vernacular. In our efforts to remove barriers in the arts for Deaf creatives, we have also developed the work of visual artists, musicians, jewellery makers and digital artists.

We are creative producers and creative enablers, we connect Deaf artists and Deaf communities to the cultural sector. We have shared our expertise with many arts organisations. They include, Women and Theatre, Stan's Café, The Birmingham Hippodrome, Autin Dance Theatre, Culture Central, China Plate, Art Reach, and recently Glass Museum in Stourbridge, where we are supporting Deaf volunteers.

We actively work with the challenges and barriers that artists from all backgrounds encounter, tackling the double or sometimes triple discrimination imposed on intersectional artists. We develop an interest and appetite for culture amongst Deaf people by consulting individuals and providing best practice to communicate and attract deaf audiences. Overall, we are a learning organisation, with a commitment to inclusion. We strive to deliver artistic work that is innovative and representative of the ambitions that Deaf artists have now.

Our successful application to Arts Council England to be an Investment Principal Support Organisation (IPSO) identified a strategy that would make the cultural sector more inclusive and relevant for Deaf people who use sign language, and make Deaf Arts and Culture much more prominent, now that BSL is legally recognised in England, Scotland and Wales.

Our aim is to work in partnership with Deaf community leaders, Deaf organisations and voluntary groups, identify cultural organisations for collaboration and co-creation & widen and improve our support for Deaf artists. We are now looking for a Creative Director who can formulate a vision to deliver our strategy and take the organisation forward with a coherent programme of work.



# About Deaf Explorer

---

## Our Vision

A future where creative people from the Deaf and hard of hearing community can fulfil their ambitions in the cultural sector.

## Our Mission

To establish fair access to creative roles for people from the deaf and hard of hearing community through innovation and by creating partnerships in the cultural sector.

## Our Purpose

Deaf Explorer is an ally to the deaf and hard of hearing creative community. It increases access to the cultural sector by encouraging collaboration, production, and improving representation of deaf creativity across all art forms.



# Job Description

---

## Job Overview

<b>Job title</b>	Finance Assistant
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Operations Manager
<b>Hours</b>	15 hours per week across two days. Working days can be negotiated.
<b>Salary</b>	£10,400 per year (£26,000 full time equivalent)
<b>Holiday entitlement</b>	8.8 days per annum plus Bank Holidays; For completing two years of service, you are entitled to a further 0.8 days of annual leave per annum.
<b>Benefits</b>	Pension, tea & coffee, pleasant working environment.
<b>Probation</b>	<p>6 months probation period, during which the contract can be terminated by 1 week's notice from either side.</p> <p>After a successful probation period, the notice period will be 1 month.</p>
<b>Location</b>	Deaf Explorer, 507F, JQ Modern, 120 Vyse Street, Birmingham B18 6NF

## Role Purpose

The Finance Assistant will provide accurate, up-to-date financial information about the organisation and its projects. They will create reports from the Finance System for the Operations Manager, CEO and the Board to help them make informed decisions. They will assist in the preparation of quarterly and annual financial reports.



# Key Responsibilities

---



- To keep the finance records up to date, through data entry and bank reconciliation through Xero (Full training can be provided on Xero)
- Record all financial transactions - both in and out of the business
- Assign transactions to the correct account/budget holder within the system
- Monthly bank reconciliation - cross-referencing the books against bank statements and other source documents to confirm accuracy
- Produce project reports and align and unify reporting systems.
- Produce quarterly reports detailing the financial position of the organisation, at the end of June, September, December and March
- Creating and sending invoices and keeping on track of these
- Checking that invoices from Freelancers and other organisations are accurate and paid in a timely manner.
- Ensure all purchases are logged correctly and receipts are filed electronically
- To collate financial data required to support funding applications
- Ensure that the Deaf Explorer Team follows correct financial procedures, including GDPR guidelines.
- To feed into regular project meetings and other internal meetings as required
- To adhere to the policies and ethos of Deaf Explorer
- To develop an understanding of project finance
- To keep up to date with legislation and professional development, including updates, webinars and training available from our Accountants
- The Finance Assistant may be required to undertake further duties to support the operation of the organisation.

# Person Specification

<b>Has experience of:</b>	<ul style="list-style-type: none"><li>• working within finance - ideally in the arts or voluntary sector or for a similar sized organisation in the not-for-profit sector</li><li>• Supporting financial information for funding bids</li><li>• Producing finance reports</li><li>• Record keeping and managing financial filing systems collaborating with a team to provide assistance to ensure financial processes are maintained.</li></ul>
<b>Has skills in:</b>	<ul style="list-style-type: none"><li>• Has a finance qualification such as AAT, or working towards getting qualified</li><li>• Using relevant IT systems, including the Microsoft Office suite</li><li>• Explaining to colleagues what is needed by Finance to maintain accurate financial information</li><li>• being methodical and accurate</li><li>• Good communication; preferably sign language - to a basic level</li></ul>
<b>Has knowledge of:</b>	<ul style="list-style-type: none"><li>• Finance systems</li><li>• Financial data inputting and bank reconciliation</li><li>• Compiling financial reports for internal use</li><li>• Good practice in financial record keeping, including GDPR</li><li>• Year-end financial reporting</li><li>• how to handle confidential information appropriately</li></ul>
<b>Is committed to:</b>	<ul style="list-style-type: none"><li>• supporting the work and aims Deaf Explorer with its funding from Arts Council England</li><li>• wider accessibility and inclusion</li><li>• to continuing the smooth operating of the business</li></ul>

Deaf Explorer is committed to creating a diverse and inclusive company culture. The team does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.

# Further information

---

## How To Apply

To apply for the role of Finance Assistant, please submit an up to date CV as well as a covering letter (of no more than two pages in length).

In your covering letter, please outline why you are interested in this position, and how you meet the person specification and experience required for the role.

If you have any access requirements in terms of submitting your application, or attending an interview, then please let us know. If you need to submit your application in a different format, please contact us.

Please email all applications to: [jobs@deafexplorer.com](mailto:jobs@deafexplorer.com)

**The deadline to apply for this role is Friday 7th June at 12.00pm.**

