

JOB INFORMATION | FINANCE ASSISTANT

Salary: £25,000 – £30,000 gross per annum, £10,000 – £12,000 pro-rata
(dependent on experience)

Contract Type: Permanent

Part-time, two days per week (to be agreed)



Photo: *Aether* by Architecture Social Club with Max Cooper, West Handyside Canopy, King's Cross. Lumiere London 2018, 18 - 21 commissioned by the Mayor of London. Photo by Matthew Andrews



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ENGLAND**

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1. Artichoke Background

Artichoke was founded in 2005 with its now legendary presentation of Royal de Luxe's *The Sultan's Elephant*, which brought London to a standstill as audiences were transfixed by the surprise arrival of a giant puppet and a time-travelling elephant. The production brought joy to hundreds of thousands of people as they explored the capital, turned into a playground, magically liberated from its day-to-day traffic clogged restrictions. The production challenged the political arts establishment to rethink its largely venue-based approach to large cultural events and demonstrated the potential for the temporary transformation of the public realm through the creation of a moment of extraordinary art.

Over the last 15 years, Artichoke has produced a total of 23 ground-breaking productions ranging from PROCESSIONS, a living portrait of women in the 21st Century celebrated across the UK; One & Other, Antony Gormley's 2400-hour living portrait on the Fourth Plinth in Trafalgar Square; Peace Camp, a lyrical set of installations created by Deborah Warner and Fiona Shaw for the London 2012 Festival, to the Lumiere Festivals produced in Durham, Derry-Londonderry and London. Lumiere has become a core feature of the cultural landscape and has set the benchmark for outdoor city-wide winter arts events.

"What was it that made Londoners leave their homes and tourists their hotels during the city's coldest four nights in years and, as many spontaneously did, lie face up on the freezing tarmac of Oxford Circus? Light is one answer. Art, another. For those four days the art scene in London was transformed." John Nathan, *The Times on London Lumiere 2016*

In September 2016 Artichoke produced London's Burning, a four-day festival of arts and ideas, to commemorate the 350th anniversary of the Great Fire of London. Across the City of London, six international works invited audiences to reflect on the scale and impact of the historical fire, whilst also considering contemporary threats to London's survival. At the centre of the festival was London 1666, an extraordinary sculptural representation of the sixteenth-century skyline of London. Conceived by American artist David Best, the sculpture was built by a team of young Londoners who worked with professional carpenters to realise the artist's vision. Floated down the Thames on barges, the 120m sculpture was burnt on the river in central London in a spectacular reminder of the events of 4th September 1666.

Most recently, Artichoke produced The Gallery Seasons 1 and 2; 10 artworks were exhibited across our four nations in towns and cities large and small over four weeks. Founded on a belief that art should be democratic, accessible and engaging, The Gallery reached over 12 million people, showcasing exciting new work by diverse artists.

2. The Role

Artichoke is seeking an outstanding Finance Assistant to provide core financial and administrative support. The successful candidate will be a proactive, highly motivated individual with excellent attention to detail. You will work closely with the Director of Finance and Director of Operations to ensure the accurate and timely processing of



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finance matters and play a vital role in supporting the delivery of Artichoke's programme of arts events.

3. Company structure

Artichoke is a charity, funded as a National Portfolio Organisation by Arts Council England. Under the guidance of the Board chaired by Stephanie Flanders, Helen Marriage, Artichoke's founding director, leads the organisation. The permanent staff team of 20 is divided across the core departments of Production; Development; Communications and Administration. The core staff devote their time to delivering the programme of large-scale projects initiated by the Artistic Director.

The capacity of the organisation, and the production team in particular, is greatly increased in the period leading up to productions with specialist contractors and freelance staff employed to manage the detailed event planning and technical logistics required by Artichoke's events.

HOW TO APPLY

1. Please read the information in the job description and person specification on the following pages.
2. Fill out our application form which can be found [here](#). Ensure you give examples to back up your statements throughout your application.

Closing date for applications: 9am 29th March

Interview date: W/C 3rd April or 10th April

Start date: Immediate start, depending on the notice period

Please email recruitment@artichoke.uk.com to arrange a call if you have any questions or queries about the role.



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Job Title: Finance Assistant

Based: London, currently E1. On rare occasions, travel around the UK may be required.

Reports to: Director of Finance.

Key Relationships: Director of Operations, Administrator, and the wider Artichoke team.

Artichoke is looking for an outstanding Finance Assistant to provide core financial and administrative support to the company. The successful candidate will be a proactive and skilled Finance Assistant with excellent attention to detail. You will work closely with the Director of Finance and Director of Operations to ensure the accurate and timely processing of finance matters and play a vital role in supporting the delivery of Artichoke's programme of arts events. The company has a turnover of c. £3-4m depending on the number of projects, and employs c.20 core staff with freelancers, artists and production staff joining the company for projects during the year.

Artichoke currently uses AccountsIQ (AIQ) - a fully featured accounting package.

Key responsibilities:

To process and record all financial transactions within AIQ, and associated paper filing, in a timely and accurate manner. This includes but is not limited to:

- Purchase Ledger: process purchase invoices and expense claims; arrange payment for invoices not paid by credit card; reconcile supplier statements.
- Sales Ledger: issue invoices and chase debtors.
- Bank & Credit Cards: process bank and credit card receipts. Ensure all reconcile to statements.
- Petty Cash: supervise recording of transactions and carry out physical verification of cash balances.
- Review Hearts income each month with the Trust & Foundations Manager.

The above is not exhaustive and the post holder will be expected to undertake any other activities which may reasonably fall within the brief.

General requirements of all Artichoke Employees

- To contribute to the development of a professional working and learning environment within the organisation.
- To provide excellent customer care in dealings with the public, in line with the organisation's corporate objectives.
- To contribute to the organisation's understanding of diversity and its implications for the arts and to ensure that this understanding informs all the organisation's activities.
- To ensure adherence to the organisation's policies and procedures with particular reference to Equal Opportunities and Health and Safety.
- The ability and willingness to work flexible hours and travel as required and to be willing to undertake other duties as reasonably requested.
- To deputise for senior colleagues as appropriate.



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This job description is not exhaustive and the post holder may be required to undertake other duties from time to time.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge of financial administration procedures and routine office systems. • Working knowledge of a multi-dimensional accounts software package and Microsoft Excel. 	<ul style="list-style-type: none"> • Awareness of, and interest in, the work of UK arts organisations.
Experience	<ul style="list-style-type: none"> • At least 2 years previous experience in a financial administration role. • Experience of maintaining sales and purchase ledgers. • Experience of bank reconciliations. • Experience of accounting software programmes. 	<ul style="list-style-type: none"> • Experience of working in the art, local government or the voluntary sector.
Qualifications /Training	<ul style="list-style-type: none"> • Educated to GCSE level standard or equivalent with good literacy and numeracy skills. 	<ul style="list-style-type: none"> • AAT qualification (or part qualification).
Skills	<ul style="list-style-type: none"> • Excellent attention to detail and accuracy. • Proven financial administration skills. • Excellent numeracy skills. • Ability to work on own initiative and prioritise range of tasks with minimum supervision and meet deadlines. • Ability to respond appropriately and with a high level of service in person and on the telephone both internally and externally. • Proactive in suggesting process improvements. • Computer literacy and IT skills. • Adaptable to change. • Competent at working in a high-paced environment. 	



SUMMARY OF TERMS AND CONDITIONS:

Contract: Permanent.

Part-time, two days per week (to be agreed).

Salary: £25,000 - £30,000 FTE gross per annum, (£10,000 - £12,000 pro-rata) dependent on experience. Paid monthly in arrears.

Annual leave: 10 days per annum (25 days full-time equivalent). You will also be entitled to Bank Holidays.

Probationary period: 3 months

Notice period: 4 weeks' notice (two weeks during the probationary period)

Location: The Artichoke office is in London E1 6AB. We currently have an optional WFH day on Fridays. Some travel around the UK may be required on rare occasions.

Hours of work: will inevitably vary according to the nature of the workload, but generally will be a minimum of 14 hours per week, Monday - Friday, 10am - 6pm. Additional hours may occasionally be required as necessary for the successful performance of the job.

Artichoke is committed to equality of opportunity and access for all and welcomes and encourages applications from everyone, irrespective of their age, gender, class, marital status, nationality, ethnic origin, disability, religious belief or sexual orientation.

We particularly encourage People of Colour, d/Deaf and disabled people and those from under-represented backgrounds to apply. Positive action may be used in the recruitment process to select a candidate from a group that is disadvantaged or under-represented in our workforce if the candidates in question are of equal merit.

Artichoke is an equal opportunities employer.

Benefits

Pension:

Artichoke is enrolled in a pension scheme with Standard Life. Upon 3 months of service payments of 3% can be made into your pension if you contribute 5%.

Income protection scheme:

Artichoke has an Income Protection insurance policy to help if you cannot work because you are ill or injured.

Employee Assistance programme:

An Employee Assistance Programme (EAP) is a counselling and information service. It's specifically designed to give you the practical and emotional support you may need for everyday life.

Cycle to work scheme:

Artichoke purchases the bike on behalf of the employee at a reduced retail price and saves the employee tax and NI. The cost of the bike is deducted from the employee's



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gross monthly salary.

Season ticket Loan:

Artichoke offers an interest-free loan to staff needing to pay for a season travel ticket.

Eye tests and Glasses:

Artichoke offers to pay for an eye test every year for staff members, up to £30, and for prescription glasses up to the value of £150.

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