

Job Pack: Finance Officer

This is the information pack for the post of:

Finance Officer

The following information is provided to assist you with your application. More information about Ffilm Cymru Wales can be found at www.ffilmcymruwales.com

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Welcome

Thank you for your interest in this crucial post supporting the Finance Department. Ffilm Cymru Wales is an ambitious company and we are recruiting for a finance professional to work with a friendly team.

Ffilm Cymru Wales' unique role as a sector development agency means that, with everything we do, we are always looking toward how we can build a sector that is more sustainable, inclusive and entrepreneurial. You can see this in our Green Cymru programme, our award-winning Foot in the Door training programme, and in our day to day work.

You can expect the work to be varied and rewarding. If you're organised, have strong administration skills, and are eager to learn then this job could be for you!

We look forward to receiving your application.

Matthew Daniel, Chief Operating Officer.

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How to Apply

Unless we've agreed an alternate application format with you, you should email a CV and cover letter to Hayley Lau on hayley@ffilmcymruwales.com outlining your availability and clearly illustrating how your experience and skills meets the Minimum Requirements and the job specification detailed within this pack.

Please use the subject header: **Finance Officer Role.**

Please submit your application by midday on Thursday 12th September 2024.

Ffilm Cymru Wales is not a licensed sponsor for VISAs and as such you must already have the Right to Work in the UK to apply for this role.

Interviews will be held on Monday 30th September 2024.

Diversity, Inclusion and Access Support

We believe in a screen sector that works for everyone and we are passionate about broadening access to that sector.

We will offer an automatic interview to all candidates who meet our Minimum Requirements for the role and who identify as People of the Global Majority, as Black, Asian or Minority Ethnic or as D/deaf, hard-of-hearing, Disabled or neurodiverse.

For applicants with access requirements, for example individuals who are D/deaf, hard-of-hearing, Disabled, neurodiverse, and people with sight loss, support is available to complete an application. Please contact us to let us know how we can help.

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For example, we can cover the costs of a BSL interpreter for a meeting with us prior to making an application, scribing support for dyslexic applicants, or agree alternative formats for applying such as video applications or slide decks. We'll be guided by you.

Please contact Hayley Lau on Hayley@ffilmcymruwales.com to discuss your requirements in advance of making an application.

Job Sharing and Flexible Working

We are open to flexible working proposals, but job sharing would not be possible on this role due to the nature of it being part time. Please detail your flexible working proposal within your cover letter if applicable. It is not expected that weekend or evening working would be required, but with due notice there might be an occasional requirement, for which TOIL (time owed) will be accrued.

After You Apply

We aim to send confirmation that your application has been received within one week of submitting and will be provided with a link to a diversity monitoring form, which helps us in our commitment to diversity and inclusion. All questions have a prefer not to say option. For information on how Ffilm Cymru Wales processes applicant data, please refer to [our Privacy Policy](#).

You will hear whether you have been shortlisted to interview within two weeks of the application deadline.



We stand in solidarity
to say NO to racism
and commit to a
#ZeroRacismWales

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Full Job Description

Title: Finance Officer

Term: Permanent, Part-Time (21 hours per week)

Salary: £24,750 adjusted pro rata.

Location: Working from our Cardiff office on a hybrid basis.

Application Deadline: Midday Thursday 12th September 2024.

Interview Date: Monday 30th September 2024.

We are looking for a Finance Officer to help support the company with its financial administration. You should be familiar with basic accountancy processes, should be highly organised and able to handle time sensitive tasks. The Finance Officer is a central role, working across all departments to provide support. The post holder will work to the Financial Controller, and ultimately to the Chief Operating Officer to ensure that the financial systems and processes are followed to the highest quality and compliance standards are achieved.

Duties and Responsibilities will include but are not limited to:

- A wide range of tasks related to maintaining the nominal ledger, purchase ledger and general double-entry book-keeping.
- New Supplier set up, ensuring bank details are all correct.
- Setting up new projects.
- Processing and paying supplier invoices, staff expenses and Award Payment Requests using our online banking portal.
- Monitoring bank balances and making internal transfers where and if required.
- Preparation of Monthly Bank reconciliations.
- Monitor and track invoices received ensuring they are processed promptly and accurately. Monitor all costs,

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ensuring that charges are properly authorised and adhere to existing Ffilm Cymru Wales Guidelines, escalating issues if necessary.

- Ensure costs are completely and accurately recorded to departments and projects.
- Gather appropriate supporting documentation for all transactions, ensuring audit trails are maintained.
- Support the Financial Controller with the Quarterly Management Reporting, budgeting and forecasting processes.
- Contribute to the improvement of finance systems and processes within the wider organisation.
- Administer the Credit Card process, gathering receipts, reconciling and posting the monthly journals.
- Electronic Filing and archiving.
- Any other duties as directed by the Financial Controller.
- To carry out all responsibilities in a way that supports Ffilm Cymru Wales's values and promotes sustainability, equal opportunities, diversity and inclusion within Ffilm Cymru Wales and the broader sector.

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Minimum Requirements for the Role

Knowledge and Experience

- Experience working in a busy Finance department.
- Sound knowledge of financial and accounting procedures.
- Proficient computer skills with strong experience of office software packages (Excel, Teams, Word, Outlook etc)
- You will be a self-motivated individual who is systematic in approach, paying close attention to detail and ensuring accuracy.
- Able to work independently, prioritising and reprioritising tasks according to importance and to work collegiately with the Financial Controller and rest of the Ffilm Cymru Wales team.
- Professional, discrete and courteous.

Desirable Skills and Experience

- Accounting qualification eg AAT or equivalent, QBE or studying towards an accounting qualification.
- Experience using financial software such as SAGE 50 Accounts, Xero etc.
- Experience of working in a Community Interest Company or charity.
- Experience in creative industries.
- The ability to communicate in Welsh is desirable, but not essential to this role.

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Ffilm Cymru Wales

Ffilm Cymru Wales is the development agency for Welsh film and is dedicated to advancing a thriving sector that we can all be proud to call our own. We do this by:

- Working with partners to advance the position of film in Wales and beyond
- Creating an environment for more inclusive, innovative, and green ways of working to be tested, integrated, and shared
- Engaging people of all ages and abilities in creative learning
- Developing the future screen workforce through a range of training programmes
- Investing in unusual and risk-taking films and their makers from an early stage
- Offering exciting cinematic experiences to audiences across Wales

We manage National Lottery funding on behalf of the Arts Council for Wales and the British Film Institute, as well as funding from the Welsh Government via Creative Wales. Our work maps closely to the Programme for Welsh Government, particularly the Wellbeing of Future Generations Act, due to the creative, economic, and cultural mix of our sector.

Ffilm Cymru was established in 2006 and is a Community Interest Company. In 2018 we launched our [Strategic Plan 2018 -2024, which can be read here.](#)