Recruitment Pack

Finance Manager /
Finance & Bookkeeping Support

Application Deadline: 9am, Mon 30th Nov 2026

Interview Date: Mon 7th Dec 2026



Processions (image credit: Michelle Chalkley)

Bedford Creative Arts is an Arts Council England National Portfolio Organisation.
Our Registered Charity No. is 1119555. Company Limited by Guarantee 5305188.

About the role

This is a management focused finance role, ideal for someone interested in working for the charity sector on a part-time or portfolio client basis.

The role can be delivered **EITHER** as an employee position for 5 hours per week, working remotely from home **OR** as a freelance role. Please state your preferences when applying. We are open to discussing flexible working hours with the successful candidate.

You'll be both strategic and hands-on, leading on handling the financial controls for this small arts charity with a circa £350k annual turnover.

What you will be doing

You will support the Director through management of financial processes, reporting, policy and planning.

Our company Administrator will support you with basic book-keeping – recording transactions on Xero, setting up online payments and raising invoices.

You will have financial oversight of the company. You will oversee and reconcile company bank accounts, payments cards and investments, advising on the movement of cash to support cashflow and maximising investment income

You will produce monthly management accounts for the senior management team and quarterly reports for the Board of trustees and key funders, ensuring profit & loss, cashflow and balance sheets are reviewed alongside restricted and unrestricted funds.

You'll process monthly payroll in Xero and manage pension administration for our small team of 5 employees and handle occasional financial processes such as Gift Aid claims and specific funder reporting requirements.

Who are we looking for?

We're looking for someone with focus, efficiency and precision to take responsibility of our company finances.

Unfazed by working mostly alone, you'll be exceptionally organised with your time and workload to ensure processes are handled in a timely and accurate fashion.

Ideally, you'll be passionate about the work that we do both as a professional arts organisation and also as a small charity based in Bedfordshire with altruistic values.

You'll have experience of working with small organisations and charities, knowledgeable about the areas of financial control that you will be our expert on. You'll be happy to work from home, catching up with the Director fortnightly and proactive in handling your own periods of absence to ensure a seamless flow of operations.

Thanks for your interest.

Terms and Conditions

Hours of Work: This position is offered for 5 hours per week (roughly 1/2 day), which can be worked flexibly by mutual agreement.

Contract: This is a permanent employment contract with a 3 month probationary period. If you are a freelance professional, we are open to considering a freelance contract subject to IR35 requirements.

Salary: The post is offered on a salary band between £45,000 and £47,000 depending on experience (Full Time Equivalent, pro rata to the hours worked).

Location: This is a remote working position, expected to be delivered from home. On occasion a face-to-face meeting may be required in Bedford Borough e.g. annual performance review.

Benefits:

- BCA offers 25 days holiday per annum plus bank holidays (pro rata for part-time employees).
- We offer a NEST pension scheme with a 3% employer contribution.
- Access to IT & equipment to enable efficient homeworking is provided for employees.
- Access to an open plan desk space can be provided if homeworking is not reasonably practicable.

Proof of the right to work in the UK will be required before appointment.

What we do

Bedford Creative Arts (BCA) is a contemporary arts charity producing socially-engaged art projects across Bedfordshire.

We create art (using any artform) that is for, with, and inspired by communities.

Creative commissioning is at the heart of what we do, which is where an artwork is commissioned in response to a social objective or community need.

We also support our local peers through advice, mentoring & partnership to develop a thriving cultural ecology for Bedfordshire and work intensively in the education sector to inspire young people and schools to engage with culture.



News News News (image credit: Andy Willsher)

Our projects explore issues of social justice, challenge the status quo and raise questions that have the potential to influence practice and policy-making. We work predominantly in Bedfordshire but strive for our activities and learning to make a national impact on the sectors where we work and the world in which we live.

You can read about our programme on our website: www.bedfordcreativearts.org.uk

Each year we work with over 20 artists commissioning new works and activities that reach audiences of up to 20,000 per annum.

We are a National Portfolio Organisation (NPO) of Arts Council England and have been funded by a range of local and national funders including The Health Lottery, Paul Hamlyn Foundation and the National Lottery Heritage Fund.

Our Vision

Our vision is that future communities will have **an outrageous sense of entitlement to the arts** because of its power as a tool for positive social change.

Our Mission

We create art for, with, and inspired by communities.

We:

People - Put people at the heart of our work, working responsively and collaboratively with communities.

Place - Support place-making, shaping and enriching by helping communities to have a sense of identity, belonging, agency and pride in where they live.

Power - Support communities to use their power to provoke change, champion social and environmental justice, and strive for a just & equitable society

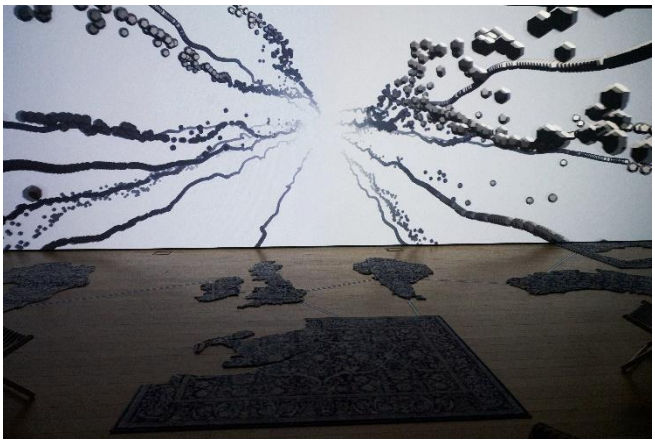
Possibility - Seek to ask questions and have conversations that challenge the status quo, support meaningful debate and enable radical ideas to be explored.

Practice - Use socially engaged artistic practice to develop knowledges, skills and tools that can be shared and used nationally.

Strands to our work

Commissioning

We commission artists to create new work with, in, and for, communities. This is done through any artform. We focus on social engagement through the arts by working closely with communities which can involve co-commissioning, participation and co-creation. We often work with those who don't normally engage with the arts.



Airship Dreams: Escaping Gravity (image credit: Andy Willsher)

We aim to tackle issues of importance and seek a wide audience for our work – working predominantly in Bedfordshire but sometimes nationally or internationally. We also have considerable experience of working in cultural education, often commissioning work with and for schools and colleges.

Partners we have collaborated with include Bedford Borough Council, the University of Bedfordshire and Royal Opera House Bridge.

Recent projects have worked with local refugees, those living in deprived wards of Bedford and the LGBTQ+ community.

Artists we have worked with include Andy Holden, Mira Calix, Caroline Wendling, Jennifer Allen (aka Quilla Constance), Kemi Onabule, Julie Myers, Maria Anastassiou, Chris Dobrowolski, Sadie Hennessy, Theatre Témoin, Sam Wiehl and Mike Stubbs.

Creative Ecology

We recognise that as a publicly funded organisation with significant experience we have a duty to develop the creative ecology in Bedfordshire.

This means that we take an active and leading role in supporting networks, consortiums and talent development for artists, producers, communities and organisations in Bedfordshire.



Beauchamp 'imagined futures' day (image credit: Cat Lane)

We run a Producer Hub for Bedford with 1 Degree East that mentors and supports local producers and self-producing artists to develop their skills. We are also co-founders of the free practitioner network, Creative Bedfordshire, regularly delivering networking and skills sharing events for our creative community.



The Vault 3D mural (image credit: Andy Willsher)

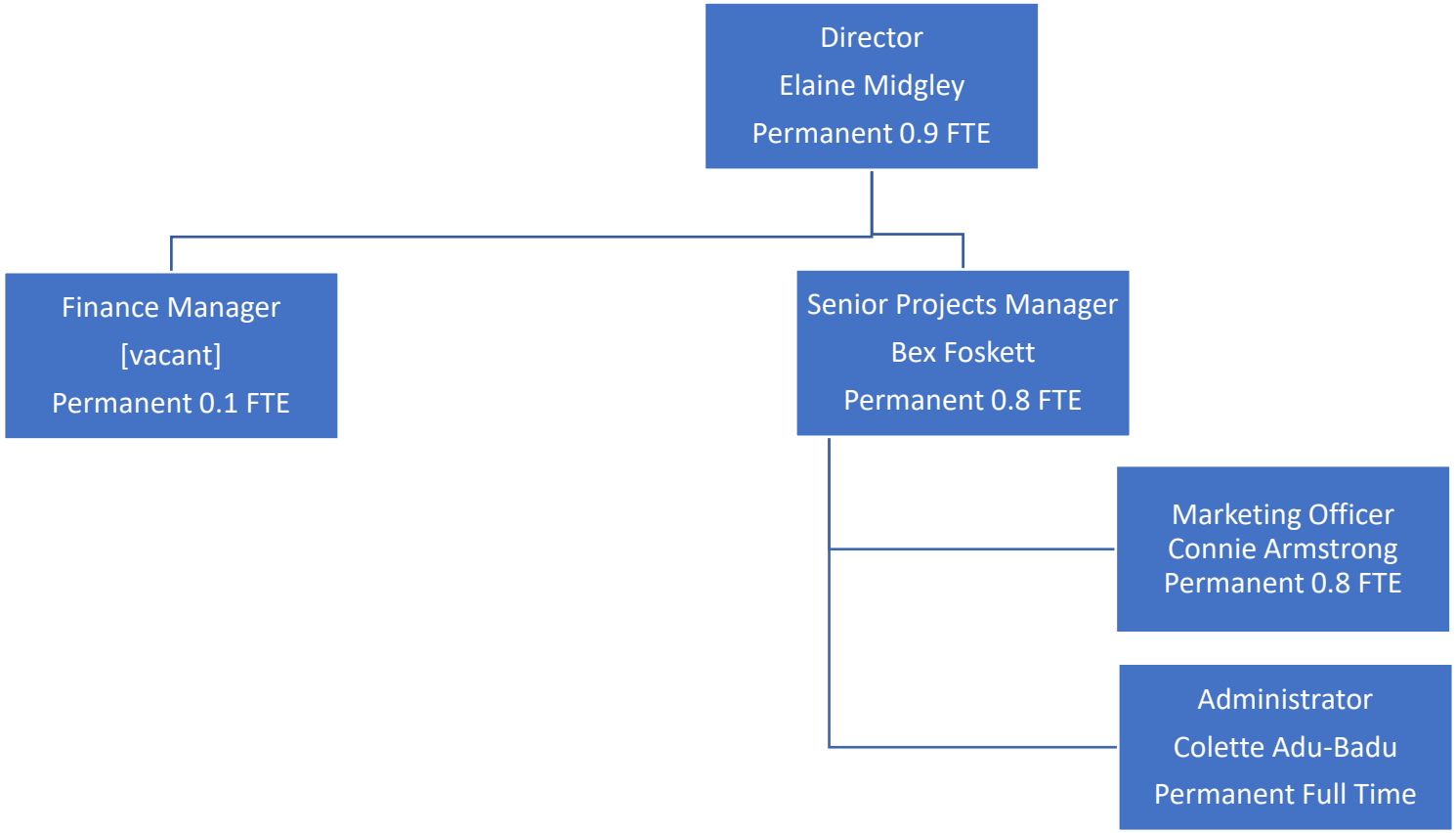
Our staff team

BCA is a small team led by the Director, Elaine Midgley who drives the artistic programme.

Our team includes a Senior Projects Manager who delivers the operational aspects of our varied projects, supported by our Marketing Officer and Administrator. We also collaborate with freelance project-funded producers, managers and support staff that deliver our year-round programme of work.

Profiles of our staff and current Board Members can be found at:
https://bedfordcreativearts.org.uk/who-we-are/our-team/

Staff Structure Chart



Job Description & Person Specification

Job Title: Finance Manager

Reports to: Director

Line reports: None

Salary Band: Senior Manager

It is our intention that this job description is seen as a guide to the major areas and duties for which the employee is accountable. However, the employee's obligations are bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definite and exhaustive statement.

Job Purpose

To manage and operate the charity's financial processes for the successful delivery of its creative programme, ensuring that timely and accurate financial information is available and processed for both decision-making and statutory requirements.

Duties and Responsibilities

Financial Management
Duties & Responsibilities
• Handling financial administration including bank mandates, correspondence, automated payments etc. • Preparation of the charity's annual budget. • Handling bank account, credit/debit card and petty cash reconciliations • Producing financial modelling and "what if" scenarios for financial planning. • Identification, implementation and maintenance of appropriate finance management software and financial management tools. • Processing of Gift-Aid claims & administration of declarations. • Research and advise on financial management strategies and investments. • Monitor financial risk and assess potential and likely financial impact. • Review and update relevant policies and processes including Financial Controls. • Provide support to the Director for finance-related strategic / business planning

- Providing other ad-hoc financial support, as required

Reporting

Duties & Responsibilities

- Production of monthly management accounts (I&E, balance sheet and cash-flow forecasts) including a review of bank deposit accounts.
- Development of appropriate internal and external financial reporting formats to meet Director, Board, manager and external stakeholder requirements.
- Preparation of financial information for grant applications & funder reporting including Arts Council England National Portfolio reporting.
- Preparation of year end statutory accounts and liaison with independent examiner.
- Submission of statutory returns to HMRC, Charity Commission, Companies House and other regulatory bodies and authorities

HR & Payroll

Duties & Responsibilities

- Processing of monthly payroll
- Handling pensions for all staff as per legal & company policy requirements
- Regular review of payroll and pension arrangements

Compliance & General

Duties & Responsibilities

- Support the regular review of financial policies & procedures & ensure their implementation
- Ensure data protection compliance
- To keep up to date with the finance & charity sector & best practice
- To maintain a professional relationship with colleagues and external stakeholders at all times and ensure confidentiality and security of company business/information.
- To be completely familiar with all operational aspects of equipment and processes in your area of responsibility and request training if necessary.
- To be aware of and comply with all relevant company policies and procedures
- To uphold the organisation's values.

PERSON SPECIFICATION

Knowledge/Education/Qualifications	Essential or Desirable
Educated to GSCE or equivalent in Maths and English	Essential
Highly effective current IT knowledge – in particular advanced Microsoft 365 (including Excel, Outlook, Word) and accountancy software package(s)	Essential
An appropriate accountancy qualification e.g. AAT, ACA, ACCA or ACMA	Essential
Working knowledge of relevant legal obligations for charities and small businesses including Data Protection, Companies House filing etc	Essential
Working knowledge of payroll, pensions & HMRC requirements for employers	Essential
Knowledge & understanding of the environment for arts organisations in the UK	Desirable
Experience	
Development of financial strategy and financial scenario modelling	Essential
Management accounting, budget development and cashflow forecasting for a small organisation with project-based activity	Essential
Producing & updating financial policies & procedures	Essential
Designing and handling income & expenditure processes	Essential
Development of full cost recovery models	Essential
Grant and contract funding environments for third sector organisations	Essential
Handling contracts & procurement processes	Essential
Handling charitable company accounting & filing requirements	Essential
Maximisation of charitable income (e.g. tax efficiency, donor income)	Essential
Accounting with restricted funds	Essential
Processing payroll, pensions & HMRC filing	Desirable
Use of Xero accountancy software	Desirable
Working within the arts & culture sector	Desirable
Reporting to Arts Council England for a National Portfolio Organisation	Desirable
Abilities and Skills	
Excellent communication skills including written and spoken British English	Essential
Ability to develop and maintain strong financial controls and systems	Essential
Ability to present complex financial information clearly and unambiguously to non-finance people	Essential
Ability to research, analyse and assess financial risks and other developments quickly, to provide options and recommendations	Essential
Organised and efficient in time management	Essential
Presentable and professional	Essential

Flexible and adaptable	Essential
Must be able to work alone and use initiative	Essential
Works well under pressure	Essential
Be a committed team member	Essential
Demonstrate high standards of customer service	Essential
Good at developing rapport with others	Essential
Business acumen	Essential
Able to work with focus at home (NB. IT equipment can be provided if required)	Essential

How to apply

To apply for this role please send a CV/description of your relevant work experience and a covering letter (no more than 2 sides of A4) outlining why you think you are suitable for the role to office@bedfordcreativearts.org.uk

You can provide this information in a written format, or as an audio or video file (no longer than 5 minutes) if you prefer. If you need to provide it in a different format, please let us know what would suit you.

Please ensure your application contains:

- Contact details
- Details of your current employment, if any
- Dated employment history (job titles, duties & name of employer) OR client history
- Details of any relevant training, qualifications and memberships
- Names of two professional referees (referees will not be approached before selection or without your permission)
- Stating whether you are applying as an employee contract or seeking to offer a quotation for services as a freelance contractor.

Please note, if something is listed as "essential" in the role's person specification we will need to see it evidenced in your application and/or at interview.

Freelance contractors: If you are applying as a freelance contractor, please provide an itemised quotation for services, giving an indication of the time you would offer to the role on a monthly basis.

The application deadline is **9am on Mon 30th November 2026.**

For an informal and confidential conversation about the role please e-mail or call Elaine Midgley on 01234 818670 or elainem@bedfordcreativearts.org.uk

Interviews

Initial interviews will be held on **Mon 7th December 2026.**

Interviews will be held in person where practicable in Bedford. Online interview slots can be made available.

Second stage interviews may be required.

If you have any additional access needs at the interview stage, please inform us when you are invited to interview.

Thank you for your interest in working for Bedford Creative Arts

Privacy Notice

Bedford Creative Arts (BCA) complies with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) under the control of its Information Governance Policy. Your information will be stored confidentially and only be used for the purposes of selection and recruitment for the role applied for. Your information will not be transferred outside the organisation. By submitting an application, you are indicating that you are content for your details to be stored by BCA for the purposes of handling this recruitment process until such time as an appointment is made. After appointment, all application information will be safely destroyed unless you give us permission on contact to retain it in our Talent Bank for the purposes of informing you about other future employment opportunities which may be of interest.

Equal Opportunities & Diversity

Bedford Creative Arts is an Equal Opportunities Employer which means that all applications will be judged on the candidate's individual merit and abilities in relation to the job description for the role and no applicant will be unfairly discriminated against on the basis of any protected characteristic (as defined by the Equality Act 2010) or will be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

We actively encourage people from a variety of backgrounds with different experiences, skills and stories to join us, and influence our working practice. We are particularly keen to hear from people from UK minority ethnic groups and candidates who self-identify as disabled, neurodivergent, male, non-binary, trans, and/or LGBTQ+ as these characteristics are under-represented on our staff team presently.