

J U K E B O X

C O L L E C T I V E

(Scroll down for English)

Jukebox Collective, Caerdydd

Swyddog Cyllid

Rhan Amser, 2 ddiwrnod yr wythnos (gellir ei ledaenu dros bedwar diwrnod os yw'n well)
Gallai'r rôl hon gefnogi rhywfaint o waith yn y cartref ar ôl cwblhau cyfnod prawf tri mis llwyddiannus.

Cyflwg: £ 17,000 - £ 20,000 pro rata y flwyddyn, yn dibynnu ar brofiad

Mae Jukebox Collective yn gwmni creadigol sy'n canolbwyntio ar ddarparu addysg, perfformiad ac ymgynghoriad o ddawnsio stryd o'r safon uchaf. Fe'i sefydlwyd ar yr egwyddor o ragoriaeth mewn dawnys stryd yn hawl i bawb. Ein cenhadaeth yw ysbrydoli, creu ac addysgu trwy ddiwylliant dawnysio stryd a hip hop, â diddordeb arbennig yn nysgu a datblygu plant, pobl ifanc, oedolion a chymunedau. Mae Jukebox wedi cyrraedd bwynt arbenning yn ei ddatblygiad, yn sefydliadol ac yn artistig, rydyn wedi dod yn aelod o Bortffolio Celfyddydau Cymru, Cyngor Celfyddydau Cymru a mudiad di-elw.

Rydym yn chwilio am unigolyn profiadol, ysgogol a threfnus iawn i gefnogi rheolaeth ariannol effeithiol ac effeithlon o Jukebox Collective.

Rhaid bod gennych chi brofiad blaenorol da mewn rôl debyg. Mae Jukebox Collective yn ehangu a byddwch yn gyfrifol am sefydlu systemau ariannol da a diogel ar gyfer y sefydliad.

Er mwyn bod yn llwyddiannus yn y rôl hon, mae'n rhaid bod gennych sgiliau a phrofiad rheoli ariannol cadarn a bod gennych y gallu i weithio ar eich liwt eich hun. Bydd gennych agwedd bositif a rhagweithol.

Cyfrifoldebau Allweddol

- Rheoli holl weinyddiaeth ariannol y cwmni a chadw llyfrau ar gyfer y sefydliad gan ddefnyddio Quickbooks.
- Paratoi adroddiadau ariannol, gan gynnwys cyfrifon rheoli chwarterol, adroddiadau cynnydd misol a rhagolygon ar gyfer y tîm gweithredol, y Bwrdd Cyfarwyddwyr a chyllidwyr sy'n defnyddio Quickbooks.
- Cysylltu â chyfrifydd y cwmni i baratoi gweinyddiaeth ariannol ar gyfer unrhyw broses archwilio.
- Gweithio gyda'r Uwch Dîm Rheoli i baratoi Cyfrifon Busnes ac Adroddiad Blyneddol diwedd blwyddyn.
- Gweithio'n agos gyda'r tîm cyfan staff Jukebox Collective i gyllidebu drafft a cheisiadau cefnogi ac adroddiadau i ariannwyr prosiectau Cydlynu Jukebox.
- Cadw cofnodion cywir ac effeithlon o'r holl weithgarwch sy'n gysylltiedig â chyllid ar gyfer y cwmni cyfan.

- Rheoli'r broses gyflogres gan gynnwys Yswiriant Gwladol, PAYE a Phensiwn y Bobl ar gyfer y staff gyfan.
- Prosesu archebion, anfonebau a thaliadau ar gyfer pob cyflenwr, ymgynghorwyr 'freelance', artistiaid a thiworiaid fel bo'r angen
- Prosesu'r holl anfonebau sy'n mynd allan a sicrhau taliad effeithlon i holl gleientiaid Jukebox Collective
- Sefydlu a rheoli systemau gweinyddol ar gyfer y Swyddfa Jukebox gan gynnwys treuliau, offer archebu a deunyddiau, ffeilio a chysylltiadau.
- Bod yn eiriolwr ar gyfer Jukebox Collective ac ymrwymo i gydraddoldeb ac amrywiaeth ym mhob maes eich gwaith.

Manyleb Person - Hanfodol

- Profiad fel Swyddog Cyllid neu rôl debyg
- Sgiliau dadansoddol a rhifiadol ardderchog
- Gwybodaeth ymarferol ardderchog o amgylchedd Mac OS X a Microsoft Office.
- Gwybodaeth weithredol dda a phrofiad da o Quickbooks
- Profiad o gynhyrchu adroddiadau ariannol ar gyfer uwch reolwyr, Y byrddau a chyllidwyr
- Profiad o gysylltu â chyfrifwyr ac archwilwyr
- Sgiliau trefnu rhagorol gyda sylw eithriadol i fanylion.
- Dealltwriaeth dda o sefydlu systemau gweinyddol effeithlon a swyddogaethol
- Rhaid bod hefo agwedd frwdfrydig a sgiliau chysylltu â chyfathrebu rhagorol a sgiliau rhyngpersonol a gallu i ddelio ag ystod eang o bobl o amrywiol o chefnidiroedd. .
- Yn gallu gweithio'n annibynnol gydag isafswm goruchwyliaeth, ac fel rhan o dîm.

Manyleb Person; Dymunol

- Profiad o weithio mewn rôl sy'n wynebu'r cleient

I wneud cais, anfonwch lythyr eglurhaol o ddim mwy na 500 gair sy'n disgrifio'ch profiad a'ch sgiliau perthnasol ar gyfer y rôl hon, a'r rhesymau pam mae'r rôl hon yn ddeniadol i chi, ynghyd â CV diweddar i ruth@jukeboxcollective.com

Dyddiad cau: 21 Ionawr 2018

Dyddiad y cyfweiliad: 30 ain Ionawr 2018

Cynhelir cyfweiliadau yn Swyddfa Jukebox Collective, The Sustainable Studios, 7 Curran Road, Caerdydd.

Jukebox Collective, Cardiff
Finance Officer

Part Time, 2 days per week (can be spread over four days if preferable)

This role could support some home working after the successful completion of a three month probation period.

Salary: £17,000 - £20,000 pro rata per annum, depending on experience

Jukebox Collective is a creative company focused on the delivery of the highest quality street dance education, performance and consultancy. Founded on the principle of excellence in street dance being a right for all, our mission is to inspire, create and educate through street dance and hip hop culture, with a particular interest in the learning and development of children, young people, adults and communities. Jukebox is at a pivotal point in its development, both organisationally and artistically, having recently become a member of the Arts Council of Wales Arts Portfolio Wales and a not for profit organisation.

We are seeking an experienced, motivated and highly organised individual to support effective and efficient financial management of Jukebox Collective.

You must have good previous experience in a similar role. Jukebox Collective is expanding and you will be responsible for establishing excellent, secure financial systems for the organisation.

To be successful in this role you must have solid financial management skills and experience and have the ability to work on your own initiative. You will have a positive, proactive attitude.

Key Responsibilities

- Manage all company financial administration and book-keeping for the organisation using Quickbooks.
- Prepare financial reports, including quarterly management accounts, monthly progress reports and forecasts for the executive team, the Board of Directors and funders using Quickbooks.
- Liaise with the company's accountant to prepare financial administration for any audit process.
- Work with the Senior Management Team to prepare the end of year Business Accounts and Annual Report.
- Work closely with the whole team of staff at Jukebox Collective to draft budgets and support applications and reports to funders of Jukebox Collective projects.
- Accurate and efficient record keeping of all finance related activity for the whole company.
- Manage the payroll process including National Insurance, PAYE and Peoples Pension for all staff
- Process purchase orders, invoices and payments for all suppliers, freelance consultants, artists and tutors as required
- Process all outgoing invoices and ensure efficient payment to all clients of Jukebox Collective
- Set up and manage administrative systems for the Jukebox Office including expenses, ordering equipment and materials, filing and contacts.
- Be an advocate for Jukebox Collective and committed to equality and diversity in all areas of your work.

Person Specification – Essential

- Proven work experience as a Finance Officer or similar role
- Excellent analytical and numerical skills
- Excellent working knowledge of Mac OS X environment and Microsoft Office.
- Good working knowledge and good experience of Quickbooks
- Experience in producing financial reports for senior management, Boards and funders
- Experience of liaising with accountants and auditors
- Excellent organisational skills with exceptional attention to detail.
- Good understanding of setting up efficient and functional administrative systems
- Have an enthusiastic and can-do attitude with outstanding communication and interpersonal skills and ability to deal with a wide range of people from diverse backgrounds. .
- Able to work independently with minimum supervision, and as part of a team.

Person Specification; Desirable

- Experience of working in a client facing role

To apply, please send a covering letter of no more than 500 words describing your relevant experience and skills for this role, and why this role is attractive to you, plus a recent CV to ruth@jukeboxcollective.com

Closing date: 15th January 2018

Interview date: 30th January 2018

Interviews will take place at the Jukebox Collective Office, The Sustainable Studios, 7 Curran Road, Cardiff.

