

MAYDAY ROOMS

POSITION DESCRIPTION

Title: FINANCE WORKER

Location: 88 Fleet Street, EC4Y 1DH

Deadline of applications: Wednesday 31st January, 11.59pm

Part-time (1 day a week)

About MayDay Rooms:

MayDay Rooms is an archive, resource space and safe haven for social movements, experimental and marginal cultures and their histories. Our building in the centre of London contains an archive of historical material linked to social struggles, resistance campaigns, experimental culture, and the expression of marginalised and oppressed groups.

Read more about us here: <https://maydayrooms.org/about/>

Purposes of the role:

- To support the activities of MayDay Rooms at a financial and administrative level, increasing its ability to work in an integrated way and to a schedule of activity
- To collect, record and report on the day to day finances of the organisation to staff and Trustees
- To ensure financial records are accurately kept on MayDay Rooms accounting systems (Xero and Payroo) and be responsible for ensuring all suppliers are paid and income is received
- To act as the primary point of contact for correspondence and general enquiries in respect of finance and some legal matters, as well as key bodies and agencies the organisation deals with (Charities Commission, Companies House, external accountants, funders, banks, utilities)
- To have an overview of MDR finances, and advice on financial needs and decisions.

Responsible to:

Core-staff group and trustee board

Hours and salary

The standard working week for this post is 7 hours. Flexibility will be required in the case of urgent deadlines or emergencies. Some out of hours work should be anticipated, for which time off in lieu (TOIL) will be given.

All MayDay Rooms workers are paid £19.10 per hour.

This is a permanent position. There is a probationary period of six months.

Duties and responsibilities:

- Using an accounting system to accounting systems to input day to day entries, bank reconciliations and producing reports
- Producing budgets and reporting on these to staff and Trustees
- Producing draft figures for MayDay Rooms external accountants for end of year accounts
- Producing accounts up to trial balance
- Being the primary point of contact with suppliers in respect of finances
- Primary point of contact with MayDay rooms external accountants, Companies House, Charities Commission, banks and HMRC
- Work with others at MDR to make sure the organisation is compliant with charity regulations
- Prepare annual accounts and oversee annual reports for the audit.
- Paying salaries and all suppliers on time
- Primary point of contact for MayDay Rooms main funder
- Overseeing grant applications, which could include helping write occasional applications.
- Dealing with MayDay Rooms insurers over insurance policy and if applicable any claims
- Being the primary point of contact for the Trustees of MayDay Rooms
- Organising Trustees meetings (approx. four times a year)
- Responsible for making sure minutes are accurately taken of Trustees meetings and circulated in a timely manner.

As a finance worker you will work in constant liaison with other workers and be expected to balance this with necessary independent work. Together those who make up the Core staff management team share the following general responsibilities:

- Set overall direction and policies of the organisation; deliver to its objects, adhere to charity law
- Maintain a welcoming, supportive and fair workplace, with all the necessary infrastructures and policies in order
- Maintain a collective decision-making model to support the above
- Ensure the organisation is financially sustainable in the short/medium term, and independent of the core funder, The Glass-House Trust, in the longer term

- Ensure that annual budgets and a fundraising strategy support this objective
- Ensure principles of building use (*aka* code of conduct) and Health & Safety regulations are observed by workers and visitors
- Act as primary key holder for the building, in case of emergency
- Open and close the building, and secure rooms, on agreed days and times

Person Specification:

Essential

- Experience of cloud based accounting systems (Xero desirable) and able to work on your own using this system, including day to day entries, bank reconciliations and producing reports
- Experience of cloud based payroll and pension system, including data entry, knowledge of payroll and pensions, on-line filing to HMRC and auto enrolment
- Able to produce budgets and financial reports which are understood by non-financial people
- Understanding of non-hierarchical and collective working
- Ability to work across self-initiated and collaborative settings, without close monitoring or supervision
- Experience paying salaries and invoices
- Experience of communicating with some or all of the following: external accountants, Companies House, Charities Commission, banks and HMRC
- Commitment to the creation and maintenance of an organisation that is welcoming to the politically and culturally diverse range of people using the building.

Desirable

- Experience of Xero and Payroo and Nest (pensions software)
- Producing draft figures for external accountants for end of year accounts
- Producing accounts up to trial balance
- Dealing with and paying suppliers including utilities companies
- Overseeing grant applications and liaising with funders
- Good understanding of charity governance and experience of liaising with board of trustees
- Contributing to organisational policy
- Dealing with insurance policies
- Organising meetings
- Confidence in pressurised situations, with tight deadlines or other time constraints
- Commitment to left politics, movements and culture

How to Apply:

Please send a **cover letter** (no more than 2 sides of A4, 11pt font size) detailing how you fulfil the criteria in the person specification along with a **CV** and the **Equal Opportunities Monitoring Form** to in-formation@maydayrooms.org

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Please be aware that there is no step-free access in the building.