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**BELFAST  
INTERNATIONAL  
ARTS  
FESTIVAL**

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### **FINANCE & OFFICE ADMINISTRATOR (part-time)**

Having recently delivered an ambitious and wide-ranging programme for our 62<sup>nd</sup> annual edition, **Belfast International Arts Festival** (BIAF) continues to enhance its reputation as Northern Ireland's leading annual celebration of contemporary arts and culture.

We are known for showcasing world class artists and productions of a high international standard, which reflect and promote both our changing city and the continuing evolution of creative practice from around the world. As such we are widely recognised as both a significant event in Belfast's cultural calendar and a strategic leader in Northern Ireland's arts sector.

We're looking forward to a rich and varied programme in 2025 which features a unique cultural exchange with artists in the Middle East; a new cross border programme with young people working together to reimagine what parades might look like in the future; a showcase highlighting the best of new theatre and dance for international arts programmers and presenting a host of new artistic works from home and abroad. These events reflect the importance we place upon global connections, contemporary and Inter-disciplinary arts practice, community, collaboration and partnership, access and diversity.

The **Finance & Office Administrator** reports directly to the General Manager and is primarily responsible for ensuring the day-to-day smooth operation of BIAF's office admin and finance systems. You will run the finance functions with duties ranging from overseeing management accounts, procurement, invoicing, payments, financial recording and filing. Working with the General Manager, you will also ensure that the BIAF Financial Policies and Procedures are fully applied and complied with.

If you would like to help us fulfil our ambitions, are interested in working in the arts, have expertise in managing day to day finances and are a team player, then we'd like to hear from you.

Full Job Information and details of how to apply, please visit the **About** page of our website and follow the **Jobs** link. Specific queries can be sent to Richard Wakely, Artistic Director at [recruitment@belfastinternationalartsfestival.com](mailto:recruitment@belfastinternationalartsfestival.com).

The deadline for emailing your completed application is **5pm on Friday 7 February 2025** with interviews currently scheduled for the w/c 10<sup>th</sup> and w/c 17<sup>th</sup> February 2025.

Richard Wakely  
Artistic Director & Chief Executive

#### **Belfast International Arts Festival**

**T:** 028 9033 2261. **W:** [belfastinternationalartsfestival.com](http://belfastinternationalartsfestival.com)

**Charity Number:** NIC103560. **Company Number:** NI631354. **VAT Registration:** 220 232 363

Belfast Festival T/a Belfast International Arts Festival

## **JOB INFORMATION**

### **FINANCE & OFFICE ADMINISTRATOR**

Part-Time (22.5 hours per week)

We are seeking an experienced and resourceful **Finance & Office Administrator** with an interest in the arts and a successful background in managing the day-to-day finances of a company. The **Finance & Office Administrator** reports directly to the General Manager and the primary areas of direct responsibility include performing all accounting and bookkeeping functions and assisting with the administration and record keeping of BIAF.

**Contract/Employer:** Belfast Festival t/a Belfast International Arts Festival.

**Remuneration Scale:** Starting salary is £16,200 pro rata for 22.5 hours per week (based on full-time equivalent of £27,000). Rising incrementally over three years to £17,187 pro rata and based on achievements and annual review.

**Place of Work:** The BIAF office is at the Cathedral Quarter Managed Workspace on Royal Avenue, Belfast. Our team currently work in a weekly blended/hybrid mix of from home (2 days) and in the office (3 days), which BIAF recognises as having benefits for productivity, a better work-life balance and, with less travel, reduces our impact on the environment. Off-site meetings and events may be held at other locations.

**Reports to:** General Manager.

**Duration:** This is a part-time post (dependent on on-going funding) and is subject to successfully completing a 6-month probationary period.

**Hours:** 22.5 hours per week (part-time). Standard company hours are Monday to Friday from 9am – 5.30pm. Flexibility can be considered. Extra evening and weekend hours will be required in the run up to and during the annual Festival/events, and occasionally during the remainder of the year – a time off in lieu policy is in operation for hours worked beyond 37.5 per week.

#### **Other Benefits:**

- 23 days per annum (pro rata) paid holiday (plus NI public and bank holidays). The annual leave year is from April to March.
- BIAF offers a Workplace Pension with a 4% employer contribution.
- Mileage and business expenses are refunded for approved costs incurred.
- A 1-month notice period applies for both parties.
- BIAF operates a range of policies including Equality of Opportunity, Sustainability, Health & Safety, Safeguarding of Children & Vulnerable Adults, Data Protection, etc.
- BIAF is an Equal Opportunities Employer.

## **FINANCE & OFFICE ADMINISTRATOR**

### **Main Duties and Responsibilities**

The BIAF Finance & Office Administrator reports directly to the General Manager and is primarily responsible for supporting the administration of the office and the company finances.

### **Main Duties**

#### **Financial**

- Management of BIAF day to day finances including prompt payment of invoices, banking of receipts and keeping accurate records of all transactions.
- Preparation of transaction journals, monthly bank reconciliations and cash flows.
- Liaison with the currently outsourced payroll office on payment of monthly salaries.
- Preparation of information and data to the accountants for them to submit quarterly VAT returns.
- Assist the General Manager with preparation and monitoring of annual budgets and forecasts.
- Assist the General Manager with quarterly finance documents and reports to aid the preparation of Income and Expenditure reports for executive staff, Board and stakeholders.
- Assist the accountants and auditors in preparation of quarterly management and annual statutory accounts through the timely submission of records of transactions and all other related financial information.
- Assisting the Company Secretary and Auditors with the preparation and submission of relevant Charity Commission and Companies House returns.
- Liaise with BIAF budget holders on their financial spends, ensuring accuracy and compliance with BIAF policies and procedures.
- Assist the General Manager with financial reporting to the Board, stakeholders and funder reporting requirements.

#### **Administration**

- Assist the General Manager to ensure all office policies and procedures are in place and up to date.
- Respond to business and service provider enquiries.
- Receive visitors and deliveries.
- Manage office telecommunications and IT systems.
- Coordinate procurement of office services, supplies and stocks.
- Maintain the BIAF asset register.
- Maintain up-to-date files and store data and records in shared systems/make available to the team where appropriate.
- Maintenance of confidential information including data, HR and other administration records.
- Provide general administrative support to the General Manager as required.

#### **General/Other**

- Represent and positively promote BIAF at all times.
- Contribute to management and team meetings.
- Comply with all company policies and procedures including, but not limited to, Health & Safety, Equal Opportunities, Data Protection, Finance & Procurement.
- All staff are required to be professional, co-operative and flexible in the delivery of their remit.

The above list of Duties and Responsibilities is not exclusive or exhaustive, and the post holder may be required to undertake other reasonable duties as part of working within a small team.

## PERSON SPECIFICATION

In the application form we will ask you to demonstrate how you meet the Essential and Desirable criteria below – and use only this information to shortlist applications.

	Essential	Desirable
<b>Experience</b>		
At least 3 year's professional experience working in an administration role with financial management responsibility.	X	
Experience of financial data recording, bookkeeping and applying appropriate procurement policies for quotation and tendering.	X	
Experience of preparing budgets and written financial reports.	X	
At least 3 year's professional experience as an accounts assistant/accountant.		X
Experience in managing IT provision and procurement of office services and supplies.		X
Experience of working in the 'not for profit'/voluntary sector.		X

	Essential	Desirable
<b>Skills</b>		
A high level of expertise in a range of accounting, financial and communications software.	X	
Excellent interpersonal skills and ability to be articulate in written and verbal communications as well as acting with discretion and diplomacy in all areas of work.	X	
Ability to manage multiple priorities and deadlines with excellent administration, record-keeping, organisation and attention to detail.	X	
Attention to detail and accuracy in all areas of work.	X	
Confident in the use of Microsoft Office and Google software for word processing, spreadsheets, data processing, etc.	X	
Able to identify and analyse key points in written documents, and to interpret and present financial and statistical data.		X
Familiarity with box office systems and sales accounting.		X

	Essential	Desirable
<b>Knowledge</b>		
Knowledge of the infrastructure, sectoral issues and trends of the arts in Northern Ireland.		X
Knowledge of VAT for Charities and Partial Exemption VAT.		X

	Essential	Desirable
<b>Qualifications</b>		
Accounting Technician qualification (IATI/AAT/CIMA) and/or a part-qualified accountant		X
A third level qualification in a relevant subject for example, cultural management or business management.		X

	Essential	Desirable
<b>Other</b>		
An interest in arts and culture.	X	
Able and willing to work unsocial hours during busy periods including evenings and weekends during Festival and when required to, for example, facilitate accounting and application deadlines.	X	

# BELFAST INTERNATIONAL ARTS FESTIVAL

## Some Background Information

Currently celebrating our 62nd year, **BIAF** was re-envisioned as an independent charitable company in 2015, out of the previous Belfast Festival at Queen's, to deliver an annual, city-wide, international contemporary arts event. BIAF is widely recognised as both a significant event in Belfast's cultural calendar and a strategic leader in Northern Ireland's arts sector, and is recognised for showcasing world class artists and productions of a high international standard that reflects and promotes both our changing city and the continuing evolution of creative practice from around the world.

The annual event, which mainly takes place in October, includes theatre, dance, music, visual arts, film, literature, thought leadership and outdoor community events to animate the public realm.

The vision of BIAF as the preeminent, progressive international arts event, is to create a genuinely civic event of contemporary arts and ideas from home and abroad that has international stature and appeal. With our partners throughout the city, we create a distinctive environment for audiences to enjoy and participate in inspirational and transformative experiences from world-class artists, thinkers and leaders.

We do this by:

- Presenting a wide range of contemporary arts and cultural events of the highest possible international standard to the widest possible audiences from home and abroad.
- Reflecting contemporary culture from across the globe to audiences from Belfast, NI and visitors to the province.
- Offering an international showcase for the best of Northern Ireland contemporary culture.
- Presenting events which cannot easily be achieved by any other UK or Irish arts organisation through innovative programming and a commitment to creating new work.
- Actively ensuring equal opportunities and access for all sections of our community to directly experience, participate in and enjoy the Festival.
- Collaborating and partnering with arts and community organisations across Belfast to create an annual city wide, cultural celebration.
- Ensuring the Festival has adequate financial resources and expertise to fulfil its mission and address its overall sustainability.

Our guiding principles reflect the importance of:

- Global Connections
- Community
- Collaboration and Partnership
- Access and Cultural Diversity

BIAF is a Company Limited by Guarantee and registered as a Charity in Northern Ireland. Our average annual turnover is £700,000. For more information visit [BelfastInternationalArtsFestival.com](http://BelfastInternationalArtsFestival.com).

## How to Submit your Application

An application must include the fully completed **Finance & Office Administrator Application Form** and **Equal Opportunities Monitoring** questionnaire in either Word or PDF format: CV's will **not** be accepted.

Please email your application to [recruitment@belfastinternationalartsfestival.com](mailto:recruitment@belfastinternationalartsfestival.com) before the deadline of **5pm on Friday 7 February 2025** with **Application - Finance & Office Administrator** in the subject line. BIAF may, at its own discretion, extend the closing date and time for applications.



Belfast  
City Council