**BOOK KEEPER (MATERNITY COVER)**

**APPLICATION PACK**

Thank you for your interest in the above vacancy.

Details of the background and context to this role can be found in this pack.

**How to apply**

Please complete the following:

1. Application form;
2. Covering letter explaining why you are applying for the position, and how your experience and expertise fits the role;
3. Up to date CV which explains any gaps in employment, and including qualifications (dates and grades).

Once you have completed your application documents, please return them before the closing date to:

Penni Pierce  
Executive and Project Assistant

Creative Foundation

Quarterhouse  
Mill Bay

Folkestone

Kent CT20 1BN

Or alternatively, please email your completed application to: [pennipierce@creativefoundation.org.uk](mailto:pennipierce@creativefoundation.org.uk)

If you have any questions relating to this vacancy, please contact Ioannis Ioannou by email: [pennipierce@creativefoundation.org.uk](mailto:pennipierce@creativefoundation.org.uk)

**Deadline**

Closing date for applications: **Friday 26th February 2016, 5pm**

Interviews will take place in Folkestone, during the week commencing 29th February 2016**.**

**ABOUT THE CREATIVE FOUNDATION**

**Our Vision**

The Creative Foundation is a unique arts organisation with a range of activities meaning it makes a positive difference to the town, the region, its inhabitants and its visitors. This gives the charity a significant advantage in making it a great place to work.

**Our Mission**

The Creative Foundation is an independent arts charity dedicated to enabling the regeneration of Folkestone through creative activity. Working with the people of Folkestone, our partners and other stakeholders we will transform the town making a better place to live, work, visit and study.

**Our goals and objectives**

**Goal 1: Creatively engage the people of Folkestone**

Objective 1: Bring quality art to the town for everyone in Folkestone

Objective 2: Bring quality creatives to Folkestone and the Creative Quarter

Objective 3: Provide opportunities for people to develop creatively

Objective 4: Encourage creative engagement with partners and agencies

**Goal 2: Creatively transform the look of Folkestone**

Objective 1: Bring artwork to the town

Objective 2: Creatively maintain the Creative Foundation portfolio

Objective 3: Ensure the Creative Quarter public realm looks and feels   
 attractive

Objective 4: Encourage creative engagement by relevant bodies and   
 individuals with property and the public realm

**Goal 3: Creatively change the economy of Folkestone**

Objective 1: Attract and retain new creative businesses

Objective 2: Deliver the creative visitor economy

Objective 3: Attract creatively engaged people to live in Folkestone

Objective 4: Encourage creative investment in Folkestone by others

**Goal 4: Change the reputation of Folkestone as a creative town**

Objective 1: Promote the Creative Foundation model for immersive  
 creatively-led regeneration

Objective 2: Effective promotion of Creative Foundation activities

Objective 3: Create a virtual Creative Foundation through digital   
 technology

Objective 4: Encourage others to promote the reputation of Folkestone

**Goal 5: Create a sustainable Creative Foundation**

Objective 1: Have a clear understanding of CF’s vision, mission, values   
 and business plan

Objective 2: Align the financial model with the organisation's vision

Objective 3: Invest in resources, including staff, to deliver the vision

Objective 4: Build appropriate partnerships to deliver the vision

<http://www.creativefoundation.org.uk/>  
  
Other Creative Foundation projects:

[Creative Quarter](http://www.creativequarterfolkestone.org.uk/)

[Quarterhouse](https://www.quarterhouse.co.uk/)

[Folkestone Book Festival](http://www.folkestonebookfest.com/)

Folkestone [Artworks](http://folkestoneartworks.co.uk/)

[Folkestone Triennial](http://www.folkestonetriennial.org.uk/)

**JOB DESCRIPTION**

**Job Title:** Book Keeper (maternity cover)

**Salary:** £18,000 per annum

**Reports to:** Finance Manager

**Location:** Quarterhouse, Mill Bay, Folkestone, Kent CT20 1BN

**Full time** (Note: this is a maternity cover position starting 28th March 2016. Dates to be confirmed on issue of contract)

**Purpose of Job/Key Objectives**

The Book Keeper will provide financial and administrative support to the Finance Manager, ensuring that financial transactions are recorded and tracked in an accurate and timely manner.

The successful candidate will also be the first point of contact for queries into the finance office, dealing with telephone calls from creditors and debtors along with alike. They would also be expected to offer the Finance Manager general administrative support when required.

The successful candidate will have previous experience of working in an accounts role and have a good understanding of accountancy processes. You will be numerically skilled and confident to work on your own initiative with working knowledge of Sage 50, Microsoft Office, particularly Excel.

**Principal Duties/Tasks and Responsibilities**

* Inputting purchase, sales and cash transactions onto our accounting system
* Raising and processing sales invoices
* Checking supplier invoices are accurate and investigating any possible discrepancies
* Assist the Finance Manager with banking and reconciling bar, box office and other takings.
* Reconcile deposits account and assist with monthly bank reconciliations
* To commit to the principles of the Creative Foundation.
* To support the Finance Manager as and when required in all aspects of business and administrative activities.
* All other reasonable duties, as may be requested from time to time, by the Finance Manager.

**NB. This job description is provided to assist the post holder to know their principal duties. It may be amended however from time to time in consultation with you, by or on behalf of the Creative Foundation Chief Executive without change to the level of responsibility appropriate to the grading of the post.**

**Person Specification**

# Essential

* Experience of working in an accountancy role
* Experience of accountancy processes
* Maths and English GCSE or equivalent
* Numerically skilled
* A working knowledge of Sage 50
* A working knowledge of Microsoft Office, particularly Excel

## Desirable

* Qualification in a related field.

### Attributes

* A positive team player
* Demonstrates initiative when required
* Calm, focussed and motivated under pressure
* Reliable, good time keeper, practical and resourceful
* Business-appropriate demeanour and personal presentation
* Discretion and confidentiality
* Hard working and energetic
* Committed to Folkestone’s regeneration through the arts
* Flexible approach to working within a busy and demanding environment.

**BOOK KEEPER (MATERNITY COVER)**

**APPLICATION FORM**

**SECTION 1: APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email address:** |  |

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| --- |
| Are you legally eligible for employment in the UK? |

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| --- |
| How did you hear about this vacancy? |

|  |
| --- |
| What is your earliest availability to take up this new position? |

**SECTION 2: DECLARATION**

Please sign below to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent interview; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.

|  |
| --- |
| (FOR OFFICE USE ONLY)  DATE RECEIVED:  DATE OF INITIAL RESPONSE: |

Signature: Date:

**SECTION 3:**

**PLEASE PROVIDE A RESPONSE TO THE FOLLOWING QUESTION, USING NO MORE THAN 500 WORDS:**

Why do you think you are suitable for the post of Book Keeper, and what skills will you will bring to the role?

**SECTION 4:**

**REFERENCES**

Please provide details of two referees, one of whom is your current or most recent employer (or key client if freelance), and indicate at which stage you consent for these references to be taken up.

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

**Equal Opportunity Monitoring Questionnaire**

**Job Title:** Book Keeper

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Gender:** | | Male | | |  | | | 🞎 | |
|  | | Female | | |  | | | 🞎 | |
|  | |  | | |  | | |  | |
| **Age:** | | |  |  | | --- | --- | | 18 – 25 |  | | 26 – 35 |  | | 36 – 45 |  | | 46 – 55 |  | | 56 – 65 |  | | Over 65 |  | | | |  | | | 🞎 | |
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| **Ethnicity/cultural diversity**  Please choose one from A to E, then tick the appropriate box to indicate your background. | | | | | | | | | | |
|  |  | | |  | |  | | |  | |
| A | White | | |  | |  | | |  | |
|  |  | | |  | |  | | |  | |
|  | British | | |  | |  | | | 🞎 | |
|  | English | | |  | |  | | | 🞎 | |
|  | Scottish | | |  | |  | | | 🞎 | |
|  | Welsh | | |  | |  | | | 🞎 | |
|  | Irish | | |  | |  | | | 🞎 | |
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|  | Any other white background, please write in:  ………………………………………………… | | | | | | | | | |
|  |  | | |  | |  | | |  | |
| B | Mixed | | |  | |  | | |  | |
|  |  | | |  | |  | | |  | |
|  | White and Black Caribbean  White and Black African  White and Asian | | | | | | | | 🞎 | |
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|  | Any other Mixed background, please write in:  ……………………………………………………… | | | | | | | | | |
|  |  | |  | | | | | | | |
| C | Asian, Asian British, Asian English, Asian Scottish or Asian Welsh | | | | | | | | | |
|  |  | |  | | | |  | |  | |
|  | Indian  Pakistani | | | | | |  | | 🞎 | |
|  |  | | 🞎 | |
|  | Bangladesh | | | | | |  | | 🞎 | |
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|  | Any other Asian background, please write in: | | | | | | | | | |
|  | …………………………………………………… | | | | | | | | | |

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| D | Black, Black British, Black English, Black Scottish or Black Welsh | | | | |
|  |  |  | | |  |
|  | Caribbean |  | | | 🞎 |
|  | African |  | | | 🞎 |
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|  | Any other Black background, please write in: ……………………………………………………… | | | | |
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| E | Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh | | | | |
|  |  | |  | |  |
|  | Chinese | |  | | 🞎 |
|  | Vietnamese | |  | | 🞎 |
|  |  | | | | |
|  | Any other Chinese background, please write in: …………………………………………………… | | | | |
|  |  |  | | |  |
| F | Other Ethnic Group | | | |  |
|  |  |  | | |  |
|  | Please write in: ………………………………………………… | | | | |
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| **Disability monitoring** | | | | |  |
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| Do you consider yourself disabled? | | | | |  |
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| Yes | |  | | | 🞎 |
| No | |  | | | 🞎 |
|  | |  | | |  |
| If you have a disability, is there anything we can do to make our recruitment and selection procedure more accessible to you? | | | | | |
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| …………………………………………………………………………………………………… | | | | | |
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