Inside Out Cymru is a growing charity based in South Wales that specialises in using creative interventions to boost and support mental health and wellbeing across our local communities. We exist to encourage positive wellbeing, through arts workshops, events, co-production, and other activities held within communities, clinical and residential settings. We are be people-centred and participant led.

Inside Out Cymru is governed by a Board of Trustees and our sessions are delivered by a team of creative freelancers with a range of artistic specialisms. Our artists have experience of supporting people experiencing poor mental health, learning disabilities, neurodiversity and dementia, and bring their skills to our programme to support our participants. Promoting wellbeing is central to all our work.

Inside Out Cymru creates relaxed settings in local communities for all people and to be inclusive in everything it does, challenging stereotypes around mental health issues, while raising self-esteem and confidence.

During the last year we have offered a diverse range of sessions which have been project funded by over 10 different charitable trusts and grants. We have been successful in gaining funds for a \*finance and admin officer\* who we would like to support the maintenance of financial and administrative services, working closely with the Project Manager and Trustees. We are excited to be able to offer this role and would like to work with this person to develop this as the charity grows.

Please see the job description for more information and to find out how to apply!

**Kind Regards | Cofion Cynnes**

David Chamberlain Kate Verity

Chair Project Manager

**Job Purpose**

The Finance Officer is responsible for supporting the maintenance of financial and administrative services, working closely with the Project Manager, in order to meet legislative requirements and support the operations of Inside Out Cymru. These duties include, but are not limited to, financial record management, processing bills and invoices, Xero account functions and preparing financial reports.

**Hours, Fees and Location**

Freelance Contract across 12 months.

£200 per day, 36 days, about 3 days a month.

This role can be done from anywhere in the UK and can be done flexibly, from home.

**Key Responsibilities:**

* Manage the Finance email account
* Maintain financial files and spreadsheet records
* Creation of an accounts workbook for the organisation
* Undertake financial record management including project cash flows and organisation accounts
* Process remittance including monthly bills to pay, invoices and purchase orders.
* Input and maintain accounts on Xero
* Lead on month and year end procedures
* Lead on preparation of annual accounts for an external auditor
* Prepare financial documents for the AGM
* Support on banking of cash and petty cash
* Support on receiving donations
* Ensure and support on legislative compliance
* Support the Inside Out Cymru team in developing this role and job description
* Attendance in team meetings and board meetings (if required) via Zoom

### **Essential Qualities / Experience**

* Experience and knowledge of working with budgets and accounts
* Experience with Xero
* Knowledge of external auditing procedures
* Good self-management and time-management skills
* Ability to work to deadlines and effective prioritisation of workload
* Good administrative skills
* Experience in the use of Microsoft Excel and Google Sheets
* High level of accuracy in data inputting, document retrieval and in dealing with numerical information
* Good oral and written communication and ICT skills
* Diligent, highly motivated and flexible approach
* Good interpersonal skills
* Strong commitment to team working, yet able to work on own initiative
* The satisfactory completion of an enhanced CRB check
* Access to IT systems and the internet

The above list is an indication of the duties that will normally be expected of the post. However, it is not exhaustive and the post holder may be required to undertake other duties that are within the scope of the post and portfolio.

**How to Apply**

Please send:

* an up to date CV
* a cover letter, no longer than 1 side of A4

to Becca May Collins, Inside Out Cymru Project Manager: [engage@inside-out-cymru.org](mailto:engage@inside-out-cymru.org)

Our aim is to make this a friendly process. If you want to discuss ur work, the role and your application, and if you need any adjustments or support, please contact Becca, who will be happy to talk: [engage@inside-out-cymru.org](mailto:engage@inside-out-cymru.org). You can also [contact us via social media](https://www.facebook.com/insideoutcymru).

**Deadline: Sunday 16th February 2025**

Interviews via Zoom: w/c 24th February 2025 or w/c 03rd March 2025

Appointment: ASAP, preferably w/c 07th April 2025