



Finance Officer

March 2021

Background:

St Pauls Carnival CIC recognises its unique position as an arts organisation that can influence and shape the local community, as well as support the strong, diverse and inclusive groups of people it has represented since its inception.

A key legacy component of the Carnival is its maintaining financial stability and sustainability in the wake of delivering a hallmark open access event every year.

Role:

This role is focussed on the day-to-day running of the finance function, with particular focus on accounting for income.

The role will also support the maintenance of accurate accounting records in respect of all income received by the CIC, reconciling income records and maintaining accurate purchase ledger and payments made.

The role also assists in the maintenance of banking records, communicating income received with the fundraising team, board and executive director as required.

What We Are Looking For:

St Pauls Carnival is a well loved cultural event with its roots in the African Caribbean community of St Pauls. It is vital for the success of the event that it remains true to its roots and closely linked to its cultural heritage.

You will be enthusiastic, imaginative, and energetic with a 'can do' attitude, able to confidently work as part of a team or individually. Working closely with the executive director and treasurer, you will have the ability to problem solve and take ownership of tasks.

A shared passion for the work of the organisation in the community and cultural arts would be beneficial too.



Applications:

All applications should send a CV and use a cover letter to address the job description point by point. This should take up no more than 3 sides of A4.

Name and job role should be on each sheet.

Applications should be sent to admin@stpaulscarnival.org.uk by 5pm on Monday 26th April 2021