# Screen Shot 2018-07-21 at 16

# Belfast Exposed Photography

# Finance and Administration Officer job description

**Job Title: Finance & Administration Officer**

**Employer: Belfast Exposed Photography**

**Place of work: 23 Donegall Street, Belfast, BT1 2FF**

**Reports to: Chief Executive/Curator**

**Duration: Permanent (subject to funding)**

**Salary: £27,358 per rota**

**Hours of work: Part-time, 16 hours per week, TBA-Flexible working,**

An exciting opportunity has arisen to join Belfast Exposed and make a vital contribution to this dynamic and unique organisation. The successful candidate will be able to thrive in this demanding environment and help the team maintain the excellent reputation we have established at local, national and international level.

# Job Description

The Belfast Exposed Finance & Administration Officer is primarily responsible for supporting the Board, Executive Director and staff team in the administration of the finances of the organisation. With responsibility to ensure the smooth day-to-day running of the finance function, duties range from managing Sage, overseeing management accounts, procurement, invoicing and management of funding filing.

**Primary Tasks Involve**

Job Description

* To be responsible for all of the administration finances of the charitable company.
* Maintain the Sage system, financial administration ensuring that all receipts and payments are properly entered and allocated onto the accounting system.
* Complete monthly bank reconciliations in a timely manner, over multiple currencies and submit for review.
* Prepare monthly Finance Reports for the Treasurer and Executive Director.
* Prepare profit and Loss accounts for Board meetings
* Support Chief Executive with annual budget preparations
* Liaise with the budget holders over their financial spends, ensuring accuracy and compliance.
* Assist with all finance for funding Returns.
* Complete monthly balance sheet reconciliations and submit for review.
* Assist in procurement of goods and services
* Invoicing of clients and payment of all bills.
* Any other duties deemed appropriate to the role

**HOW TO APPLY**

**Download an application form from the Belfast Exposed website** [www.belfastexposed.org](http://www.belfastexposed.org) **or contact Conor O’Brien** [c.obrien@belfastexposed.org](mailto:c.obrien@belfastexposed.org).

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**Complete and return by email to** [c.obrien@belfastexposed.org](mailto:c.obrien@belfastexposed.org) **no later than Application Deadline: 12:00pm noon on Wednesday 18th December**

**Candidates will be notified on Thursday 19th December 2019 if selected for Interview**

**Interviews will take place Friday 20th 2019**

**BELFAST EXPOSED**

Founded in 1983 by a group of local photographers as a challenge to media representation of the city’s experience of conflict, our work continues to reflect a socially engaged ethos, while responding to contemporary currents in photography and politics further afield.

Located in Belfast’s Cathedral Quarter we publish and show work by artists and photographers from Northern Ireland and across the world. Our exhibitions, publications and photography projects with artists and local communities are usually accompanied by related talks, community events and discussions.

Belfast Exposed vision is to enlighten people’s world through the power of photography. Celebrating photography’s diversity and creativity, we work with artists, academics, individuals, communities and business partners opening new possibilities in the field of photography.

Belfast Exposed believes photography is for everyone, it is accessible, meaningful and has the ability to create narratives, allowing us to create discourse and reflect upon our history, inform our present and inspire a positive future.

Belfast Exposed’s success is founded upon photography’s potential to engage a wide range of interests and has been fuelled by the investment the whole team has made in establishing effective ways of engaging with all of its key stakeholders, whether building new audiences for socially engaged photography or extending participation in education, training and community photography programmes. Building on and maintaining these relationships in a way that allows Belfast Exposed to maintain its independence, grow, prosper and raise its profile is a central part of all roles in the organisation.