

## **JOB PACK**

Finance Assistant

£25,000 pro rata

Part Time (15 hours per week)

Permanent role

Application deadline: Midnight on Friday 29<sup>th</sup> August

Welcome

Thank you for your interest in the Finance Assistant role. This role is vital in supporting financial administration across the company.

In this job pack, you will find more information about Hijinx, a role description and person specification, and information about how to apply.

As an organisation we are committed to what we do and have a strong sense of community. As a team we care deeply about the wider Hijinx family, and have a warm, inclusive, and supportive culture that allows people to live their best, most authentic lives. We are dedicated to addressing inequity in the Welsh arts scene and centring actors with learning disabilities and/or autism across all areas of our work.

We know our work is stronger and more relevant with greater diversity and a broad range of lived experience. We welcome applications from those who have been previously underrepresented at Hijinx and have faced barriers to a career in arts and culture. Hijinx welcomes the whole person to work, and we recognise that each of us brings our experiences, our backgrounds and our own unique perspective to what we do. We provide a guaranteed interview to any individual that meets the essential criteria and is Deaf, disabled, neurodivergent, a person with a learning disability, has a long-term physical or mental health condition, who experiences racism, is LGBTQ+ or identifies as working class.

Do get in touch ([jobs@hijinx.org.uk](mailto:jobs@hijinx.org.uk)) if you need any of this information, or wish to apply, in another format. Hijinx will work with candidates to ensure their access needs are met during the interview process and will ensure access requirements are not a factor in our decision making.

Thank you for your time – we look forward to hearing from you, and exploring how your skills, experience and passion will make a real difference to our work.

Eloise Tong  
Interim CEO

## **OUR VISION**

A world where the arts and society are fully inclusive for learning disabled and/or Autistic people.

## **OUR MISSION**

Pioneer, produce and promote professional and participatory opportunities in the arts and creative industries for learning disabled and/or Autistic people.

## **ABOUT HIJINX**

Hijinx creates high quality and subversive theatre that is highly acclaimed across the UK, Europe and internationally, where artists with learning disabilities and/or autism are involved in shaping and performing of their stories.

Hijinx Academies provide the only professional performance training in Wales for learning disabled and/or autistic actors and we offer opportunities that you won't find anywhere else. We run five Academies across Wales, with over 60 Actors in training.

Hijinx has a growing film programme. We take the same approach to film as we do with theatre: our actors are at the centre, their voices integral, to create a viewing experience that's completely different.

Alongside this, we have a dynamic community and outreach offer (PAWB) that connects with participants across Wales. Through our casting platform (Hijinx Actors), we promote our actors and identify opportunities in theatre, film and TV. We also offer direct employment through our award-winning communications training.

Hijinx recognise, respect and value individual difference. We are committed to the wellbeing of our staff, to being an Equal Opportunities employer, and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.

### **We create change by living and breathing our organisational aims to:**

- Increase representation of Learning Disabled and/or Autistic people on stage and screen
- Provide, champion, and facilitate professional employment for learning disabled and/or Autistic creative professionals.
- Build confidence, happiness, and independence.
- Transform the sector to work more inclusively.
- Increase access to performance arts for audiences and communities in Wales.

## **Finance Assistant**

### **Role Description**

We're looking for a versatile Finance Assistant to join our team and help deliver smooth, timely, and accurate day-to-day finance operations.

You'll play a key role in supporting payment runs, invoicing, reconciliations, bookkeeping and financial admin across Hijinx. You'll work closely with the Finance Manager and support across both internal and customer-facing finance processes. This is a great opportunity for an ambitious individual with a keen eye for detail, a love of organisation, and a desire to learn and grow within a dynamic and creative team.

## TERMS

<b>Job title:</b>	Finance Assistant
<b>Line Manager:</b>	Finance Manager
<b>Responsible for:</b>	N/A
<b>Contract:</b>	Permanent role (6 months' probation)
<b>Hours:</b>	Part time, 15 hours to be delivered flexibly as needed to fulfil the requirements of the role. Time off in lieu is given.
<b>Based at:</b>	Hijinx Office, Wales Millenium Centre, Cardiff Bay – hybrid working available
<b>Salary/Benefits:</b>	<p>£25,000 per annum pro rata (£10,000 actual)</p> <p>Hijinx offers a workplace pension scheme via Nest, Bike to Work scheme and Employee Assistance Programme.</p> <p>Additionally, we offer support with developing Welsh language skills. Hijinx is committed to supporting ongoing professional development and will work closely with the postholder to ensure their training needs are met.</p>
<b>Holiday:</b>	25 days per annum plus statutory bank holidays pro rata (13.2 days actual)

## KEY DUTIES

### Finance Administration

- Assist with bookkeeping, data entry and tracking income and expenditure,
- Monitor and process invoices and payment requests collaborating closely with the Finance Manager and wider team,
- Maintain supplier and customer records,
- Complete monthly reconciliations as required,
- Ensure that all accounts payable and accounts receivable documentation is organised, structured and “audit ready”,
- Prepare and issue invoices as required,
- Assist the Finance Manager in monitoring and managing cashflow,
- Assist in the smooth running of the finance department and ensure compliance with Charity Law and our Financial Conduct policy,
- Be a point of contact for Hijinx staff needing finance support on payments and invoicing,
- Assist with inputting annual company budgets into our bookkeeping software (Xero),
- Providing reports as requested by the Finance Manager including (but not limited to) Profit & Loss, Budget vs Actuals and Account Transactions.

### Control and Compliance

- Support the Finance Manager to maintain and develop robust financial controls to mitigate the risk of fraud and error. This includes continued development of efficient finance policies, procedures and reporting,
- Ensure all financial activities are consistent and compliant with financial regulations (including the Charity Commission and HMRC),
- Assist the Finance Manager with preparing for Hijinx's annual audit and statutory accounts.

## Other

- Support the Finance Manager in providing accurate and timely financial reporting to Hijinx's key stakeholders and regular funders including Arts Council Wales,
- Support with completion reports for funders as needed,
- Deputise for the Finance Manager at Board meetings and sub-committees of the Board as required.

## General

- Participate in training as required.
- In collaboration with other staff, to be responsible for the implementation, monitoring and development of Hijinx Theatre's Health & Safety, Strategic Equalities, Safeguarding, Sustainability and other relevant policies.
- Travelling locally, nationally, and internationally as required with Hijinx touring shows.
- To undertake any other reasonable duties as requested.

### PERSON SPECIFICATION

	Essential	Desirable
<b>Skills &amp; Abilities</b>		
Accountancy qualification or equivalent work experience	X	
Experience gained in either the culture, voluntary or third sector		X
The ability to communicate financial information clearly and accurately	X	
High level IT skills in Microsoft Office	X	
The ability to manage multiple priorities	X	
Ability to speak Welsh		X
<b>Experience</b>		
Demonstrable experience of bookkeeping and data entry	X	
Experience in invoicing and processing payment requests	X	
Experience of preparing, monitoring and analysing cashflow forecasts		X
Experience of working as part of a team	X	
Confident in working with learning disabled and/or autistic people		X
<b>Knowledge</b>		
Knowledge of Charity accounting and Charity compliance		X
Demonstrable knowledge of accounting software (e.g. Xero)		X
Knowledge and experience of the UK arts funding system and other fundraising initiatives		X
<b>Attitude</b>		
A motivated learner who can work independently	X	
Robust and resilient with the ability to work under pressure	X	
A track record of being respectful and generous of spirit with other artists and team members	X	
Demonstrable alignment with Hijinx Theatre's core culture and values	X	

## **Diversity, Equality, Access and Inclusion**

Do get in touch ([jobs@hijinx.org.uk](mailto:jobs@hijinx.org.uk)) if you need any of this information, or wish to apply, in another format. Hijinx will work with candidates to ensure their access needs are met during the interview process and will ensure access requirements are not a factor in our decision making.

### **Guaranteed Interview Scheme**

As part of our commitment to increase the diversity of our workforce at Hijinx, we provide a Guaranteed Interview Scheme to applicants who are underrepresented on our team.

You can be considered under our Guaranteed Interview Scheme if you experience racism, are Deaf, disabled, a person with a learning disability, neurodivergent, have a long-term physical or mental health condition, are LGBTQ+ or identify as working class. Provided you meet the essential criteria for the role, which is stated in the person specification, you will be invited for interview. Your guaranteed interview request will only be shared with Hijinx's HR team and the recruiting manager.

If you would like to be considered under the scheme, please indicate this in your covering letter, video or audio recording.

### **Name free recruitment**

To help reduce unconscious bias, everything you send to us is anonymised and we review cover letters before looking at CVs. That means we won't see any of your personal details—like your name, education or employment history—until after we've done our first round of shortlisting. So please make sure your cover letter includes everything you want us to know about why you're right for the role. If you choose to submit a recording, the shortlisting panel will hear your voice (and, if you submit a video, know what you look like) but will not have access to your CV, your name or your previous experience. Regardless of the way you send us the information, it's important you let us know why you're interested in the role and how your experience matches the person specification.

### **Interview questions**

To ensure our interview process is fully accessible, we provide all candidates with the interview format and questions in advance.

### **Diversity monitoring**

We are keen to understand more about who applies to work with us. At the end of the application process, we invite you to complete our anonymous diversity monitoring form, which will not be shared with anyone involved in the recruitment process.

## How to Apply

If you think you are a good fit for the role and would like to apply, please send us:

- A current CV telling us about you – and why you feel you are the right person for the role, ensuring you highlight any relevant experience, skills and qualifications. Please send this as a Word document.
- A covering letter of no more than two sides – telling us why you are the right candidate and how you would approach the responsibilities of the role. Please send your covering letter as a Word document.
- A completed Diversity Monitoring Form – to be completed online [here](#) – please confirm in your covering letter that you have completed this form.

We know applying for jobs can sometimes feel overwhelming – especially if standard processes don't always work for you.

If writing isn't your preferred way of communicating, you can send us a video or audio file (up to 5 minutes) instead of a written cover letter.

Applications should be sent to [jobs@hijinx.org.uk](mailto:jobs@hijinx.org.uk) by the closing date.

Applications will close at midnight on 29 August. Interviews will be scheduled for the week commencing 22<sup>nd</sup> September.

### RECRUITMENT TIMELINE

- 29 Aug: Applications close at midnight
- 01 – 05 Sept: Applications are screened & anonymised
- 08-12 Sept: Shortlisting
- 12 Sept: All applicants will have received a decision
- 22-24 Sept: Interviews
- 27 Oct: Expected start date