Dance
Professionals
Fund

Finance Officer (Part-time)

Reports to: Executive Director
Location: Flexible (remote/hybrid depending on candidate)
Hours: 1 day per week (flexible)
Contract: Permanent / Part-time/contract
Salary: £32,000-£34,000 (pro-rata)

Role Summary

This is a key role in our organisation. You'll be responsible for keeping our financial records accurate and up to date, supporting the Executive Director with clear financial reporting, and ensuring we meet our legal and regulatory obligations including those of the Charity Commission. It's a great opportunity for someone who enjoys hands-on bookkeeping and wants to make a real difference in a charity supporting the lives of dance professionals.

Key Responsibilities

- Manage a monthly pay run of invoices, grant payments and ongoing expenses.
- Liaise with grant awardees about payment schedules (e.g. course start dates).
- Record activity in Quick Books online and reconcile against monthly bank accounts.
- Manage payroll payments (in liaison with our payroll company Payline)
- Manage HMRC communications and refer to Payline/Executive Director if needed.
- Liaise with the charity's bank when required e.g. to resolve any online banking issues.
- Record CAF Donate income and from other fundraising platforms, including Gift Aid.
- Record other donor income received, including any legacies received by the Fund.
- Liaise with the Fund's investment managers if requested, e.g. drawdown of income
- Prepare monthly management accounts, including cashflow and bring to the attention of the Executive Director any budget variances.
- Support the Executive Director with financial reports including information that may be required when planning the annual budget.
- Assist with year-end accounts and audit/independent examination preparation.
- Ensure that appropriate financial controls are maintained throughout.

Essential

- Proven bookkeeping experience and industry qualification.
- Strong understanding of bookkeeping principles and financial controls.
- Confident using accounting software.

- Experience in providing financial information, including for audit purposes.
- Excellent attention to detail and accuracy.
- High integrity and commitment to confidentiality.

Desirable

- Experience of using Quick Books accounting software
- Experience of bookkeeping within a small charity
- Knowledge of charity accounting, restricted funds and Gift Aid.
- Understanding of small charity governance.
- Able to work independently and communicate clearly with senior leadership.

What We Offer

- Permanent contract, with six months probationary period
- Pension contribution of 3% employer, 5% employee
- Enrolment into the EAP scheme
- Hybrid working arrangements

How to Apply

Please send your CV and a short cover letter explaining why you're a great fit for this role to recruitment@dancefund.org.uk by 30 September 2026. Please also fill out our equal opportunities form: https://forms.cloud.microsoft/e/k7PsGrFXSd

Commitment to Inclusion

Dance Fund is proud to be a Disability Confident Level 1 (Committed) Employer. We actively encourage applications from disabled people and those with long-term health conditions. We are committed to creating an inclusive recruitment process and welcoming workplace, and we will provide reasonable adjustments throughout the recruitment process and in employment where needed.

We welcome applications from candidates from all backgrounds and are committed to creating an inclusive and supportive working environment.

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