



FINANCE OFFICER SHORT TERM FREELANCE CONTRACT

About us

Festival of Thrift is the National Celebration of Sustainable Living, proudly based in the Tees Valley.

Celebrating sustainability since 2012, we build a creative community through sharing skills and ideas for our sustainable future.

Our annual festival is a flagship event in the Tees Valley, attracting national audiences and awards, Festival of Thrift has a free, year-round programme, culminating in our September festival weekend with activities for all the family from our base in Stockton.

Founded in 2012 by Gerardine Hemingway MBE and Wayne Hemingway MBE, Festival of Thrift joined the Arts Council England National Portfolio of Organisations in 2023.

The festival is delivered by a Community Interest Company led by co-Creative Directors Dominic Somers & Tanya Steinhauser & Executive Director Emma Whitenstall.

Festival of Thrift CIC aims are to:

Promote the concept of sustainable living and be a voice for sustainable issues, globally and locally.

Build a unique and distinctive, fun, and sustainable national event, drawing positive media attention to Redcar & the Tees Valley.

Share the skills of artists and craftspeople, professional and amateur, to inspire people of all ages to learn old ways and find new ways to be creative in their everyday lives.

Ensure wider economic benefit through encouraging visitor spend on travel, accommodation, restaurants & related businesses.

Contribute to community cohesion through wide engagement in our programme, volunteering, and participation.

Celebrate the heritage and contribute to the future prosperity of Stockton on Tees and the wider Tees Valley and its business and industry.

Services Required

Festival of Thrift is seeking an experienced finance officer to support Festival of Thrift on a temporary freelance contract, initially for 3 months. We are looking for someone who can manage the day-to-day finances of the organisation including:

Maintain Sage accounting system for Festival of Thrift CIC

Manage the payroll system (Sage) and pension scheme (NEST)

Provide a quarterly set of management accounts – an income and expenditure with comparisons against budget and cashflow statement for the Board

Maintain a PO system and ensure all budget holders are aware of processes for raising payments.

Make payments using internet banking against invoices following sign off from Festival Team, identifying and reporting any discrepancies

Liaison with and prepare income & expenditure accounts for accountant

Undertake VAT returns

Assist the Directors and other team members as appropriate in completing the financial elements of Arts Council, TVCA and other funder reporting in the appropriate format and according to agreed schedule.

Raise invoices for all customers, funders, sponsors and partners for agreed sums (plus VAT where appropriate) according to agreed schedules.

This role is supported by our Project Support Administrator.

Rate of Pay

The rate of pay is £250 per day, one day a week for three months.

Application Process

Applications via CV and short covering letter (video or audio is also accepted, max 2 mins) to info@festivalofthrift.co.uk with the subject heading: Finance Officer Application by Friday 12 April.

Virtual interviews will take place on Wednesday 17 April

You must be able to start immediately to undertake a handover with the current postholder, week commencing 22 April.

Any queries can be directed to Emma Whitenstall emma@festivalofthrift.co.uk

FESTIVAL OF THRIFT

Festival of Thrift
Staffing Structure

Co Creative Directors x2 and Executive Director x1

Marketing Manager
Marketing Assistant

Finance & Admin Assistant

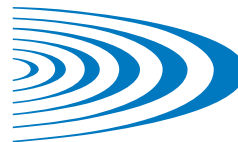
Creative Projects Producer
Creative Sustainability Producer

Volunteer Coordinator

To view our full list of staff members, visit our website [here](#).



Supported using public funding by
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