

Creative Kernow Finance Officer

Salary – £25,000 to £26,000

Band – Administration / Specialist – Full Time

Job description & key responsibilities

Reporting directly to the Finance Manager, the Finance Officer is responsible for the operation of financial functions within the Charity and its subsidiary companies. The role comprises accounts payable, accounts receivable and bank transaction recording and reconciliations. The Finance Officer will:

- Ensure timely and detailed entry into the financial system, of all day-to-day financial transactions.
- Maintain the purchase and sales ledgers in the accounting software by ensuring all transactions are accurately recorded, authorised and processed.
- Enter all purchase invoice payments into Sage and set up in the bank for authorisation
- Administer the processing and payments of staff expenses, ensuring all transactions are in line with the expenses policy and have the appropriate authorisation.
- Produce sales invoices for all companies, post them into the accounting software and carry out credit control duties as necessary.
- Accurately record all donations and grants received in the accounting software, acknowledge receipt if required and ensure allocation to the appropriate income stream.
- Prepare regular and timely reconciliation of all bank accounts.
- Perform any other control account reconciliations as required.
- Credit control and chasing of outstanding debtors as required.
- Be responsible for petty cash administration and ensure expenses are properly authorised and posted.
- Assist the Finance Manager and the Finance Director with the preparation of Management and Year End accounts and support the audit process as required.
- Provide support to the Finance Manager and Finance Director as required in the preparation of funding applications and reporting.
- Support all parts of the organisation as and when required with financial tasks and reporting requests.
- Regularly attend CK wide meetings, training events and workshops.
- Actively participate and support other parts of the organisation where required, outside of the finance team.

Person specification – Skills and experience

Essential

- Experience of administration
- Fully computer literate, including Microsoft Office Suite
- Excellent attention to detail, and effective written and verbal communication skills.
- Able to work upon own initiative and manage tasks appropriately
- Experience of working in a finance or similar role
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Desirable

- Experience of accounting software and in particular sage line 50

Equal Opportunities

We welcome applications from all members of our communities and operate under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability, income, education, religious beliefs or cultural heritage.

How to apply

Your application should include the following:

- A statement - covering a maximum of 2 sides of A4 at 12pt or a voice recorded version of this document or a video that is a maximum of 5 minutes- sent via WeTransfer. This statement should explain how your skills and experience meet the requirements of the role.
- Your CV – max 3 pages
- Contact details for 2 referees (including their email)
- A [completed equal opportunities](#) monitoring form
- A completed [GDPR form](#)

Please email this to hr@creativekernow.org.uk with **Finance Officer** in the email subject by Wednesday 29th October 2025. Interviews will take place on Thursday 6th November 2025.

If you need support with submitting an application via other formats, please contact the CK Administrator Angharad Jenkins angharad@creativekernow.org.uk

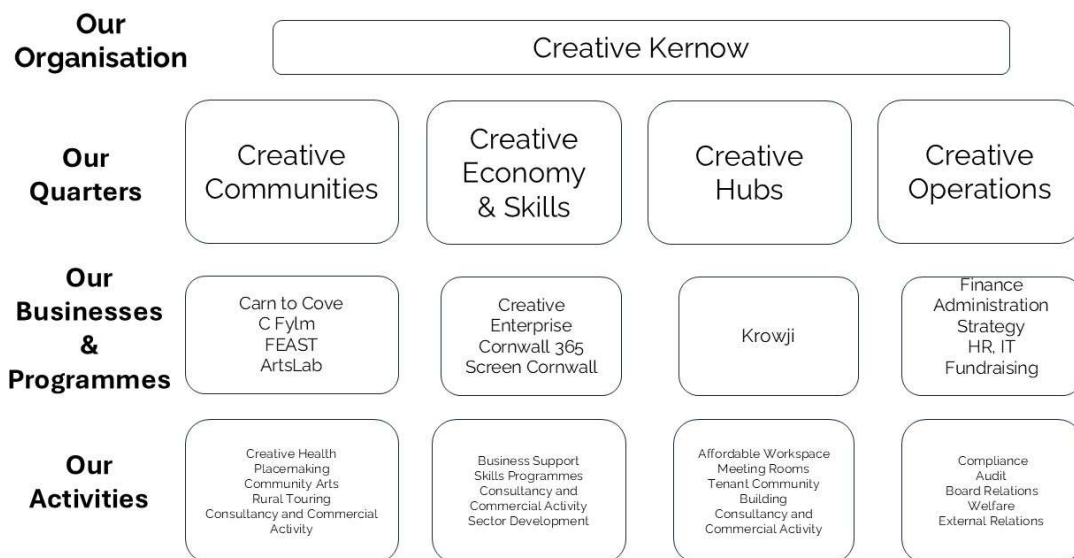
About Creative Kernow

At Creative Kernow we champion creativity as a force for positive change in Cornwall and the Isles of Scilly.

We are an organisation which provides a range of creative programmes and activities, working towards a shared vision: a thriving Cornwall powered by creativity.

From affordable workspaces to transformative cultural projects, education initiatives for schools to establishing new business viability, we provide support, advice and inspiration through our network across and beyond the creative sector in Cornwall, nationally and around the world.

Current Structure



Creative Communities

- **FEAST** – investing in projects that support co-creation between artists and communities in Cornwall
- **Carn to Cove & C Fylm** – touring the performing arts and cinema across Cornwall’s communities
- **Arts Lab** - a creative wellbeing programme by and for young people in Cornwall, delivered by HeadStart Kernow, FEAST and Arts Well.

Creative Economy & Skills

- **Cornwall 365** – promoting Cornwall as a year-round sustainable creative destination through the C365 What’s On and cultural tourism consultancy
- **Creative Enterprise** – providing business and sector development support for creative businesses.

Creative Hubs

- **Krowji** – Cornwall’s largest creative hub and workspace cluster in Redruth
- Offering support to emerging creative hubs and place making projects

Creative Kernow is a well-established charity and social enterprise with an experienced board of trustees and a strong staff team. Our finances are broadly based with a variety of income sources including long-term grant support from Arts Council England and Cornwall Council, earned income from commissions and contracts, box office income from events and rental income from our workspace cluster Krowji in Redruth. Creative Kernow contributes significantly to developing and delivering effective models for creative and cultural practice, sector, community and audience engagement, clusters and networks and leadership development in our rural region.