



ABANDON NORMAL DEVICES

\\ FINANCE MANAGER

Thank you for your interest in the role of **Finance Manager** at Abandon Normal Devices (AND).

Abandon Normal Devices (AND) is seeking an experienced finance professional or small accountancy provider to manage our core finance functions on a freelance/contract basis. This is an ongoing, part-time contract supporting the financial operations of a small, ambitious arts organisation working at the intersection of art, technology and digital culture.

We are looking for someone with a strong understanding of charity finance, skilled in Xero, bookkeeping, payroll, reporting, audit preparation, HMRC filings and support with funding reports. You may be an individual already set up for freelance work, or a firm used to providing finance support to charities or arts organisations. You'll work closely with the Chief Executive and liaise with trustees and external auditors as needed.

To apply for the role please:

- Complete an Application Form and email to jobs@andfestival.org.uk with **APPLICATION – Finance Manager** as the subject field.
- Complete an [Equal Opportunities Form](#) (submitted anonymously).

Application Timeline

The closing date for applications is **midnight Sunday 1 June 2025**

Interviews are expected to take place on **W/b 16 June 2025**

As we receive so many applications, we're unfortunately unable to reply to each one individually, therefore, if you have not been contacted by the end of Friday 13 June 2025, please assume that your application has not been successful on this occasion.

Application Form Guidance

You will be asked to supply the following information:

- Your current/most recent employer. This can include paid or unpaid work (volunteering, placements, internships, work experience)
- Up to three other examples of employment (paid or unpaid) that are most relevant to this particular role
- Summary of relevant training and development
- Statement of skills and experience
- Details of two referees. These must be individuals that have knowledge of you within a work or learning capacity (paid or unpaid)

Each section has a character limit that is clearly laid out on the application form.

To complete the Skills and Experience statement, please review the job description and person specification and demonstrate in your responses the relevant: Experience; Abilities, Knowledge and

Skills; and Personal Attributes you will bring to the role - either directly or with transferable skills from other sectors. AND's selection panel will be shortlisting based on the person specification.

Application Queries

If you have any questions about the application process, feel free to contact the Executive Director directly on jobs@andfestival.org.uk.

Thanks once again for your interest in AND and we look forward to receiving your application.

Yours sincerely,
The AND Team

\\ CONTEXT

Abandon Normal Devices (AND) is a commissioning agency and arts organisation known for creating radical, site-responsive projects at the intersection of art, technology and digital culture.

Working across the UK and internationally, AND commissions artists to explore the social, environmental and ethical implications of emerging technologies. Our portfolio includes large-scale outdoor artworks, exhibitions, research programmes, residencies, online projects and our flagship AND Festival — a nomadic biennial bringing cutting-edge digital experiences to diverse locations.

Our work often takes place in unexpected settings, from post-industrial towns to natural landscapes, creating space for bold experimentation and critical reflection. At our core, we champion interdisciplinary collaboration and are committed to inclusive, sustainable practices that challenge what is considered 'normal' in culture today.

AND is an Arts Council England (ACE) National Portfolio Organisation (NPO) receiving £137k pa in regular revenue funding. In addition to ACE's annual support we also receive some research support and income from touring activities. Our biennial festival attracts other grants from ACE and partner organisations plus contributions from local authorities depending on where activity is taking place, and in a festival year our turnover can exceed £500k.

AND became an independent company in 2014 and a charity in 2015.

AND is chaired by John Herring, supported by the Board of Trustees including those involved in the Finance & HR Sub-committee and on various working groups.

AND has a small dedicated staff team led by Chief Executive, Tadeo Lopez Sendon. Actual staff numbers fluctuate depending on the festival programme.

For some years our finance and payroll support has been provided by Timbers under contract, using Xero. Timbers are no longer able to provide this support, and so we are recruiting for a replacement, which could be either an individual or another organisation.

The workload is estimated to be approximately 0.2fte over the year, but as in all finance roles, the workload fluctuates through the month / year as well as with the festival cycle and so we are looking for support which can be flexible in response to this.

\\ EQUALITY AND DIVERSITY

Abandon Normal Devices is committed to equality of opportunity for all. We believe that a diverse workforce can enable more innovative, creative and dynamic workplaces. We want to reflect the diversity of our audiences in our workforce; therefore, we actively seek and welcome applicants, including but not limited to; ethnically or culturally diverse backgrounds, diverse sexualities and genders, disabled and d/Deaf people, or those with unconventional career paths. We will be using positive action under the Equality Act 2010 to appoint, should candidates be equally qualified.

\\ ENVIRONMENT & SUSTAINABILITY

AND declares a Climate and Ecological Emergency and is making efforts as an organisation and as individuals to achieve Net Zero by 2025. We are actively working to imagine and model ways that we can encourage sustainable practices internally as well as with the creatives and individuals we work with nationally and internationally. We support and encourage our staff, artists, partners, volunteers and everyone we work with toward creating a green, sustainable future.

\\ JOB DESCRIPTION

Title: Finance Manager

Fee: £7,600 annual fixed fee (inclusive of VAT)

Contract: Freelance contract for services, offered as an ongoing agreement equivalent to approximately 0.2 FTE. Ideally able to be worked flexibly to respond to monthly / annual workload fluctuations.

Location: Remote working

Start date: As soon as possible in liaison with outgoing accountants Timbers

Reports to: Chief Executive

\\ MAIN PURPOSE

To work with the Chief Executive and other staff to maintain the company's finance functions in an efficient and effective way. This includes processing and inputting sales and purchase ledger, payroll for members of staff, preparation of financial reports and management accounts and working with the company auditors. Day-to-day liaison is primarily with the Chief Executive, but the postholder will also liaise with other staff and with the Treasurer and other trustees as required.

Data Input

- Importing of purchase ledger invoices onto Xero
- Processing of sales receipts and credit control
- Processing monthly PAYE Payroll and Pensions management for between 4 and 8 staff
- Processing Petty Cash and Credit Card transactions and preparing monthly bank reconciliation
- Detailed analysis of complex projects as required by funders

Finance Management

- Implementation of financial controls to ensure efficiency, stability and good governance, maintenance of records to provide a clear audit trail.
- Administration of payroll, pension contributions and associated reporting
- Timely preparation of monthly and quarterly management accounts, highlighting of significant points, and discussion with senior staff and trustees as required
- Monitoring against budget, and investigation of variances
- Preparation of annual statutory accounts, including accruals and other adjustments. Preparation of audit working papers and liaison with Auditors including attendance at meetings with auditors as required
- Working with senior staff to prepare annual budgets and provision of information to inform the business model.

- Provision of relevant, realistic, well thought through professional advice which is in tune with the business model and turnover
- Assisting senior staff with reporting for funders, including ACE and occasional multi-partner and/or international projects
- Monitoring activity against specific projects and funding streams
- Monitoring VATable activity (we are currently below the threshold for VAT registration)
- Forecasting and monitoring cashflow in detail, in close collaboration with the Chief Executive
- Attendance at, and preparation of papers for, quarterly meetings of Finance Sub-Committee and of the full Board
- In conjunction with the Chief Executive, ensuring that all Companies House and Charity Commission filing is completed on time
- Annual review of internal controls

\\ PERSON SPECIFICATION

- 4+ years experience in a similar role
- An Accounting Qualification
- An understanding of Charity/CIC/3rd Sector Accounting Practices
- A skilled user of Xero, including integrated project, payroll, pension and banking modules
- Demonstrably strong interpersonal, communication and writing skills
- A proven ability to independently prioritise own workload
- A demonstrable interest in the arts and creative industry