Job Description
FINANCE MANAGER

Hours: 0.4 FTE (2 days per week)
Salary: £45,000-48,000 pro rata (£18,000-£19,200)
Location: Colourworks and other Create sites
Term: Temporary, 2-year fixed term
Reporting to: Director
Annual Leave: 28 days pro rata, plus statutory holidays (11.2 for 0.4 FTE)

ABOUT CREATE LONDON

Create London is an arts charity that commissions socially-engaged art, generous architecture and bold infrastructure that respond to civic needs and local contexts. We push the boundaries of existing practice and believe that transformative and radical ideas can derive from working long-term with local communities. By dissolving traditional hierarchies between the artworld and the everyday, we bring world-class cultural experiences to areas where they are least expected, providing inclusive moments for individuals to expand their imaginations, foster collective action and support thriving communities. Prioritising London boroughs with the lowest arts participation, we address cultural inequalities through an annual programme of commissions, free creative workshops and outreach.

THE ROLE

Create London is looking for a highly motivated and organised Finance Manager. You will play a pivotal role in the organisation, ensuring the smooth running of Create London's finances. Reporting to the Director and working closely with the Head of Strategic Operations and Operations Coordinator, in this role you are expected to be a professional lead within your respective area of finance, provide expertise and high-quality financial services to senior stakeholders, including the charity's Finance Sub-committee.

You will be working with the CEO and SMT to maximise the impact and longevity of the charity through strong and robust financial management, provide comprehensive finance support and manage effective systems to monitor Finance KPIs, identifying improvements and efficiencies in our financial systems.

Working hours are 9.30am to 5.30pm, but we are open to flexible hours to accommodate different life situations.

Create
The White House, 884 Green Lane, Dagenham RM8 1BX
Email: info@createlondon.org

Registered Office : Create London, The White House, 884 Green Lane, Dagenham RM8 1BX
Company Registered in England and Wales No. 7586759 Registered Charity No: 1146063

Financial Accounting

- Manage all day-to-day finance and accounting processes, including payments and receipts and liaise with suppliers
- Manage all aspects of in-house payroll, pay and reconcile payroll, pension providers and PAYE/NIC
- Produce, manage and monitor Create's multi-year and annual forecast
- Update the financial software QuickBooks, and produce reports when needed
- With support from the Projects & Operations Coordinator, carry out monthly reconciliations, including bank accounts, credit cards, payroll and any other transactions as required
- Oversee all accounting tasks carried out by the Projects and Operations Coordinator, ensuring financial control procedures are followed and that monthly bank reconciliations are produced;
- Support the Director to manage cash flow, aged debtors and creditors
- Submit the quarterly VAT return
- Maintain financial control and management processes and procedures
- Ensure processes are adhered to (e.g. signing authorities, expense policy, etc)

Reporting and Planning

- Work with the Director in strategic financial decision-making and planning;
- With support from the Director, produce quarterly management accounts, 6-month forecasts and assist in the preparation of budgets
- Prepare and present financial documents for quarterly finance subcommittee meetings
- Work with the Director and Treasurer to ensure that presentation of financial documents are succinct, accurate and understandable for trustees with no financial training
- Lead on preparation of the year-end accounts and annual audit, acting as the main liaison for the appointed auditors and external accountant
- Provide financial information where required to support recruitment and fundraising activities

General

- Protect and enhance the reputation of Create London, presenting the organisation in an appropriate and professional manner to stakeholders;
- Undertake other reasonable duties as required by the Senior Management Team.

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PERSON SPECIFICATION

Experience & Competencies

- Qualified (or part-qualified) accountant with strong finance management experience.
- Fully conversant with accounting procedures legislation and an understanding of charity SORP.
- Track record of working with tight budgets.
- Knowledge of financial legislation in respect of charities.
- Payroll, PAYE and pensions policies, processes and legislation.
- Ability to analyse financial information and present this in a suitable format for different stakeholders with varying degree of financial acumen.
- Ability to meet deadlines.
- IT literate with an emphasis on financial systems, spreadsheets, Quickbooks or SAGE and Excel.
- Highly organised with excellent attention to detail.
- Self-motivated and disciplined; able to work with minimum supervision.
- Previous experience of working at management accountant level in a charity or similar organisation.

SAFER RECRUITMENT

Create London is committed to providing a safe environment for all those working with us, visiting our projects and participating in our programmes. Safe recruitment of all those who work for us is an important part of fulfilling this commitment. All positions are offered subject to meeting the following conditions:

- Receipt of satisfactory references covering the last 2 years of your employment or education
- A satisfactory DBS check
- Proof that you are legally entitled to work in the UK

TO APPLY

Please send a CV and cover letter to info@createlondon.org with the subject **'Finance Manager'**. Your letter should be no more than 2 sides of A4 and address how your skills, experience and competencies match the job description and person specification.

Please also complete our equality and diversity monitoring form by clicking this link.

The information you provide is anonymous and used solely for monitoring and evaluation purposes. It does not form part of the shortlisting process.

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APPLICATION DEADLINE:

Wednesday 4 November 2026, 12:00 PM BST

INTERVIEWS: w/c 9 November 2026 (in person or remote)

Interview questions will be shared one week in advance of the interview.

Create London is committed to providing an open and accessible recruitment process for all candidates, therefore if you have any additional requirements to complete your application form or access needs for interviews, please contact info@createlondon.org.

Create London is committed to equality of opportunity and supporting diversity and inclusion across all aspects of its work. Our staff team brings a range of perspectives to our organisation, and we strongly encourage applications from individuals who are under-represented in the visual arts sector including those of Black, Asian or diasporic heritage, those who have faced socio-economic barriers, those who identify as LGBTQ+, disabled or neurodivergent.

All applications for this position will be treated equally and confidentially.

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