



September 2025

Dear Applicant,

Thank you for your interest in the role of Finance Officer. I am delighted to be offering this role as a freelance position for up to 16 hours a week for an initial 6 month period.

This is an important role for the University of Atypical (UofA) and one that offers the right person the opportunity to support our organisational needs. If you feel you have the interest and the skills to contribute to our busy organisation, then I want to hear from you.

As a disabled-led organisation UofA has a focus in supporting people who identify as d/Deaf, disabled and neurodivergent to work with us and so I encourage those with and without disabilities to apply.

Wishing you all the best of luck and I look forward to receiving your application.

Sincerely

Edel Murphy - CEO and Artistic Director



Belfast
City Council

PRINCIPAL FUNDER



'University of Atypical for Arts and Disability' operates under the legal name of 'Arts and Disability Forum'. Registered office address is Ground Floor, 109-113 Royal Avenue, Belfast, Co Antrim, BT1 1FF Company Registration Number is NI051776 Charity number 101588



University of Atypical for Arts and Disability

www.universityofatypical.org

Recruitment Pack for the role of

Finance Officer (freelance 16 hrs per week; 6 mth contract*)

Duration of post: October 2025- March 2026* (*subject to confirmed start date and potential continuation subject to mutual agreement and security of funding)

Apply for this role

- Other formats of the application can be provided including Braille
- Application deadline **4.00pm on Monday 13 October 2025**
- It is anticipated interviews will take place on **Wednesday 22 October 2025** and applicants are asked to keep this date open should they be invited to interview
- It is hoped that the successful applicant will take up the role within 2- 3 weeks of receiving a letter of offer.

About Us

The ***University of Atypical for Arts and Disability*** (UofA) was established in 1993 and is now the leading sectoral organisation on arts and disability in Northern Ireland.

UofA takes an empowerment-based approach towards d/Deaf, disabled and neurodivergent people's involvement in the arts as audience members and as creative practitioners. UofA specialises in developing and promoting the work of d/Deaf, disabled and neurodivergent artists and in doing so engages with d/Deaf, disabled and neurodivergent audiences in a direct and meaningful way.

We aim to increase opportunities for D/deaf, disabled and neurodivergent people to engage with the arts, working on a pan-disability basis providing participative and networking opportunities, exhibitions, Bounce Arts Festival, the Ledger Studio for Performing Arts, training and other sectoral developments in equality, access and inclusion.

The UofA team includes the CEO and Artistic Director, Business Development Manager, Access and Inclusion Manager, Access and Inclusion Assistant, Community Engagement Manager, Creative Programming and Studio Lead, Administration and Gallery Coordinator, Volunteer Coordinator. Freelance Digital and Marketing role. Most staff work part-time.

The Board of Management is made up of 11 Trustees and meets at least 6 times a year.

Our Purpose:

We want to improve the creative lives of d/Deaf, disabled, and neurodivergent people and help them access the arts.

Our Vision:

We want a society where everyone can positively explore and express their creativity, curiosity and talents through the arts.

Our Values:

The following values underpin every aspect of UofA's culture and activities:

- **Inclusion** - we believe that a healthy and stable society needs to be built by all its people working together. We will be open to those of all abilities and disabilities and celebrate the diversity of the society in which we live. UofA operates under the social model of disability which says that people are disabled by barriers in society, not by their impairment or difference. We will oppose injustice and anything that excludes or marginalises d/Deaf, disabled and neurodiverse people and others who are considered to be different.
- **Disabled-led** - UofA is driven by D/deaf, disabled and neurodiverse artists who understand the needs, rights and aspirations of other D/deaf, disabled and

neurodiverse artists and acts as an independent voice.

- **Parity** - everyone has an equal right to be treated with dignity and respect, to learn and develop, to access the arts in all its forms and to have their voices heard.
- **Human Rights** - we believe that everyone has inalienable human rights which should be upheld. In particular, we support the UN's Convention on the Rights of Persons with Disabilities and will work to promote and defend these rights.
- **Excellence** - everyone has the right to expect that all aspects of UofA's work are carried out to the highest standard. UofA will also support artists to work towards achieving the highest artistic standards.
- **Collaborative** - we believe the organisation is much more effective when working in partnership with its key stakeholders. We value meaningful collaboration and partnership working.

What we do

The UofA has a lead sectoral role in Northern Ireland for:

- o enhancing the experience D/deaf, disabled and neurodiverse people have of the arts;
- o promoting work produced by d/Deaf, disabled and neurodivergent artists;
- o elevating the public's experience of art created or presented by D/deaf, disabled and neurodivergent artists;
- o improving arts organisations' understanding of access requirements of d/Deaf, disabled and neurodivergent people;
- o showcasing excellence in art created by D/deaf, disabled and neurodivergent artists.

The UofA delivers a year-round programme including:

- o Atypical Gallery programme of visual arts and crafts exhibitions and events.
- o The Ledger Studio for training, workshops, rehearsals and performances.
- o Partnership work with mainstream arts and Arts & Disability organisations, festivals and creatives.
- o The Arts and Disability Access Awards (ADAA), supporting arts and cultural organisations venues to commit to enhancing access to venues and programming with input from d/Deaf, disabled and neurodiverse people.
- o Sectoral training programme including Disability Awareness; Neurodiversity Awareness; Equality, Access and Inclusion Training; and Sign Language courses.
- o The annual d/Deaf and Disabled Artists Support Fund I (DDASF) scheme for artists who are D/deaf, disabled, or neurodiverse, managed on behalf of the Arts Council of Northern Ireland.
- o Bounce Arts Festival, showcasing the best creative practice of work created by local,

national and international D/deaf, disabled and neurodiverse artists.

Key communities UofA works with:

- o Professional and emerging artists, across all art form areas, who identify as D/deaf, Disabled or neurodiverse.
- o Arts sector and community organisations who engage and seek to engage artists and audiences who are d/Deaf, disabled or neurodiverse.
- o Professionals in disability support including translators, audio describers and professional support for people with disabilities.
- o People with lived experience of disability, Deaf Community and Neurodiversity.

Funders

Our Principal Funder is the Arts Council of Northern Ireland. We also receive funding from Belfast City Council, the Department for Communities, the Paul Hamplyn Foundation, National Lottery Communities Fund and other project based funding.

About the role you are applying for

Role Description

Role title: Finance Officer (Freelance)

Hours of post: 16 hours per week (with flexibility for additional hours required at year end)

Fixed term contract: 6 months from starting date (with potential continuation subject to mutual agreement and annual confirmation of funding). It is expected the selected candidate will start in October or November.

Reporting to: Business Development Manager

Location: Remote working with some requirement to attend meetings in person

Remuneration: £17/hr on receipt of monthly invoice.

ORGANISATIONAL CONTEXT

The freelance Finance Officer will be responsible for supporting the maintenance of financial and administrative services working closely with the Business Development Manager and CEO in order to meet legislative requirements and to support the operations of University of Atypical for Arts and Disability (Legal name Arts and Disability Forum). These duties include but are not limited to Sage Accounts functions, assisting with payroll and employee records.

The Finance Officer will ensure that effective methods are put in place ensuring that all employees and company processes run to maximum efficiency and to cover the finance department duties when required.

Essential criteria	AAT Level 2 (minimum or equivalent). GCSE English and Mathematics or equivalent. Proven expertise with computerised accounts systems, preferably Sage Line 50 and Sage Payroll. Highly proficient computer skills including database management. Strong attention to detail and organisational skills. Ability to work independently and meet deadlines. Understanding of financial compliance and reporting. Good communication and interpersonal skills.
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Desirable Criteria	<ol style="list-style-type: none">1. Experience working with charities, CICs or arts/cultural organisations.2. Experience in Charities Commission and Companies House requirements.3. Knowledge of grant funding processes and financial reporting requirements.4. Interest and experience of working directly with d/Deaf, disabled and neurodivergent people.
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<p>Key responsibilities</p>	<p>Maintain accurate and up-to-date financial records with a preference to using Sage Line 50 Accounts</p> <p>Generate Monthly Payroll and Salary payments</p> <p>Manage Month and year-end procedures</p> <p>Raise payments (cheques or BACS)</p> <p>Regular banking of cash, cheques, donations etc.</p> <p>Raising invoices for monthly support services and projects</p> <p>Credit control and chasing debtors</p> <p>Establish, maintain and reconcile supplier and customer accounts</p> <p>Raising Purchase orders</p> <p>Process invoices, payments, and staff/contractor expenses</p> <p>Coding of supplier invoices and obtaining the necessary approvals</p> <p>Prepare monthly financial summaries – including occasional adjustments to accounts when required</p> <p>Manage and administer the service user Direct Debit process</p> <p>Manage the filing, storage, archiving and security of documents meeting all Data Protection requirements and responsibilities</p> <p>Monthly credit card reconciliation</p> <p>Ensure the safeguarding of all AUKP finances via the implementation and adherence of financial policies and procedures</p> <p>Perform other related duties as required</p> <p>Reconciliation of Control Accounts</p> <p>Facilities Management - Contract, obtaining quotes and ensuring renewals</p> <p>Prepare bi-monthly financial reports for management and board</p> <p>Reconcile bank/ credit card statements and maintain petty cash records</p> <p>Liaise with external accountants for annual accounts and reporting</p> <p>Maintain clear records for funders, Arts Council of Northern Ireland, Belfast City Council and other funding bodies as required.</p> <p>Support Business Development Manager in preparation of budgets and manage cash flow forecasts</p> <p>Support Business Development Manager in ensuring compliance with funder reporting, audit requirements, Charities Commission NI & Companies House NI.</p> <p>Any other duties as required and within reason</p>
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How to apply:

1. CV and Cover letter

Please send your CV (up to 2 pages) and a short cover letter (max 1 page) outlining your relevant experience in line with the role description, essential criteria and desirable criteria. Forward the CV AND Cover letter to applyto@universityofatypical.org by **Monday 10 October at 4pm**. Please put 'Freelance Finance Officer role 2025' in the subject line.

You should receive email confirmation that your application has been received, however you can telephone to check it has been received by telephoning us on 028 90 239450.

No responsibility can be taken by UofA for applications not received by the closing date and time.

2. References

References will be requested if you are selected for the role. Confirmation in the role is dependent on references received; it is advised that applicants ensure referees are in place should you be requested to provide these:

- At least one reference should be your most recent or current employer
- References must not be from a person related to you.
- References will be contacted for verification purposes if you are offered the role and a response will be sought within one working week.

3. **Access Needs:** If you have any access needs for the application or interview process, please contact laura@universityofatypical.org.

Interview

- o Those shortlisted will be asked to attend an **interview on Wednesday 22 October 2025**.
- o If you have any questions or access requirements, please contact laura@universityofatypical.org at the time you receive an invitation to interview.
- o The interviews normally are held in person at the University of Atypical however you may request an online interview for access reasons.
- o If invited for an interview you will be asked to attend the interview venue up to an hour before your interview. You will be provided with a short task to complete and a preview of the questions that you will be asked in the interview, and have an opportunity to read and think about your answers.
- o The interview will normally last around 45 minutes to 1 hour
- o You will meet up to three people at the interview
- o We will set the interview room out as an informal round-table space
- o In line with the informal style we hope to create, please dress as you feel comfortable; formal clothing is not required

Equal Opportunities

University of Atypical is an Equal Opportunities Employer. All eligible applicants will be considered for employment without discrimination due to race, religion, sex, sexual orientation, gender identity, national origin, age or disability status.

Access

If you have any access requirements for the interview process, please forward these in a cover letter with your application.

Legal status of company

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