



#WEARE

NORTHERN PRIDE

A: Dance City, Temple Street, Newcastle upon Tyne NE1 4BR
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COMMITTEE ROLE PROFILE: FINANCE MANAGER

1. About Northern Pride

Northern Pride was formed in August 2007 after a brief gap in Pride activities following the closure of Pride on the Tyne. A research project was commissioned and carried out by MET Ltd to establish what the North East LGBTQIA+ community would like from a Pride event. These results were fed back into the community in May 2007 and from this feedback a group of volunteers came forward and formed the first Northern Pride committee.

Northern Pride was incorporated as a limited company in 2009 to give the organisation greater accountability and protection and is a registered charity. In 2018 the charity was rebranded, and the new core principles were introduced.

Protect

Protect LGBTQIA+ rights already won and champion these whilst supporting the fight to end equality indifferences that remain at home and abroad.

Promote

Promote a healthy body and mind through access to support and education for the community and our straight allies.

Provide

Provide a series of LGBTQIA+ events including our annual festival to bring communities closer together and celebrate our diversity.

These core principles are the foundations to enable Northern Pride to proudly promote Lesbian, Gay, Bisexual, Transgender, Queer plus, culture through public celebration of our heritage and engaging in education and cultural activities that enrich the community whilst raising awareness of the issue's LGBTQIA+ people face, building mutual respect and working to end homophobia, biphobia and transphobia bullying (HBT) and discrimination.

As an LGBTQIA+ charity the aims of Northern Pride are the promotion of equality and diversity for the public benefit by

- a) The elimination of discrimination on the grounds of sexual orientation, gender identity and expression, and sex characteristics
- b) Advancing education and raising awareness in equality and diversity issues face by LGBTQIA+ people; and
- c) Cultivating a sentiment in favour of equality and diversity to create a safe environment where LGBTQIA+ people can promote and explore their culture and work in the interests of the public benefit to remove any social exclusion.

We achieve our aims and objective by holding various events, workshops, seminars and campaigns throughout the year which culminates into the pride festival in July. The first of these pride festivals were held in July 2008 and was attended by over 2,500 people. The three-day festival now includes a March through Newcastle city with entertainment, various LGBTQIA+ safe zones, information stalls, and market stalls across the Town Moor, Newcastle plus an array of satellite events on the build-up to the festival.

2. About the Position

| Position Description | |
|----------------------|---|
| Position Title | Finance Manger |
| Location | Dance City, Temple St, Newcastle NE1 4BR And working from home |
| Commitment | Average 10 hours per week Available when activity requires. Mostly unsociable hours, outside of Monday-Friday 9-5 to support other commitments |
| Remuneration | This is a voluntary role with some expenses paid depending on the requirement of the position |

| Position in Organisation | |
|--------------------------|--|
| Reports to | Chair of the Board of Trustees |
| Supporting | Charity Director/ CEO Northern Pride team |
| Responsible for | Fundraising Manager |
| Budget accountability | c.£400,0000 |

| Overall Purpose of the Position |
|---|
| To provide financial management of the charity including dealing with banking processes, bookkeeping, reconciliation, cash flow, reporting, budget management, invoicing and purchase order processes and regular financial returns including but not limited to, VAT returns, end of year reports, Gift Aid returns. |

| Responsibilities | % |
|---|-------------|
| Working independently to: <ul style="list-style-type: none"> • Deal with banking enquires, bookkeeping, reconciliation, cash flow, reporting, budget management, invoicing and purchase order processes • Produce invoices when required and track the payment of these, including managing late payments • Process inbound invoices, ensure payments are made on time • Track and monitor all financial transactions, recording and reconciling information periodically and digitally | 50% |
| Working with the Charity Director: <ul style="list-style-type: none"> • Produce yearly budget plans and monitor these regularly tracking spend against targets | 10% |
| Support the Community Engagement Team / Engagement Officers with: <ul style="list-style-type: none"> • Providing budget plans for event and/or campaigns monitor these regularly tracking spend against targets | 10% |
| Support Fundraising Manager to: <ul style="list-style-type: none"> • Track and monitor incoming donations from events or donors | 10% |
| Being an active and productive member of the Northern Pride Committee by: <ul style="list-style-type: none"> • Attending regular committee meetings (bi-monthly as a minimum) • Contribute to meetings with ideas, constructive feedback and opportunities for improvement • Support wider team initiatives, events, and campaigns where possible • Positively represent the Northern Pride charity at other events, meetings and in the LGBTQIA+ community | 20% |
| | 100% |

| Knowledge, skills and expertise required to do the job | | |
|---|--|---|
| Area | Essential (required) | Desirable |
| Qualifications | <ul style="list-style-type: none"> • Accountancy qualifications and or experience | <ul style="list-style-type: none"> • BA Hons or BSc min |
| Experience | <ul style="list-style-type: none"> • Experience working in a financial management position or equivalent • Experience using QuickBooks or equivalent • Experience using online payment systems i.e. Stripe/PayPal • Working to deadlines • Experience of working in an administrative role showing exceptional organisational ability | <ul style="list-style-type: none"> • Experience in a customer facing role or account/relationship management • Team leadership experience (managing a team to tasks and outcomes) • Experience in event management |
| Physical | <ul style="list-style-type: none"> • Willing to work flexible hours, including evenings and weekends • Willing to work at home or in the office when required. | |