



Job Description

Post	Finance and Operations Assistant		
Contract	Permanent		
Hours	3 days per week		
Salary	£24,720 pro rata, per annum	Start date	October 2025
Benefits	Access to company pension scheme. 30 days paid holiday pro rata per year, including public holidays, plus days gifted between Christmas Day and New Years Day. Hybrid working		

About BOM

BOM is an award winning immersive arts organisation, engaging and empowering communities through innovation with immersive technology and inclusive learning programmes.

Our Immersive Studio works with businesses to craft high quality immersive experiences for commercial clients, cultural organisations, educators and creative practitioners, blending art and technology to deliver powerful immersive experiences.

Our Learning team delivers immersive arts skills programmes engaging underserved children, young people and adults including schools outreach and adult education Bootcamps. These learning programmes help communities grasp the creative opportunities of immersive technology and progress into careers.

BOM is currently in the final stages of securing our own building with the purchase of a freehold property, and embarking on a capital project to renovate and open an expanded facility in the city centre, where we will be scaling up our engagement with communities. We are also planning to transition the CIC to a charitable CIO in the future, alongside a trading subsidiary to separate commercial activity from our educational and charitable work.

About the Role

The Finance and Operations Assistant supports the day to day running of BOM, playing a key role in the processing and reporting of finance and programme data, and ensuring operational efficiency across the building.

For more information about BOM visit www.bom.org.uk

Supervisory responsibilities/position in structure

Reports to	Finance & Operations Manager
Line management of	N/A

Duties & Responsibilities

<p>Main Responsibilities Include:</p> <p>Finance</p> <ul style="list-style-type: none"> ● Processing day to day finance at BOM, including payroll, VAT and monthly reporting using Xero and associated software ● Processing new starters and leavers, maintaining staff records using HR software ● Funding administration, including annual and end of project funding reports <p>Funding Administration</p> <ul style="list-style-type: none"> ● Manage Bootcamp participant records using the Government Individual Learner Records system and WMCA reporting systems ● Track Bootcamp participant data, including engagement, completion and positive outcomes, with supporting documentation to submit to WMCA ahead of deadlines ● Process Bootcamp expenses including participant costs ● Support funding reporting <p>Operations</p> <ul style="list-style-type: none"> ● Office maintenance - identifying issues, ordering supplies & booking contractors including printer, signage, toilets, kitchens, decoration, furniture, lighting, keeping staff informed ● Cleaning - contracting and overseeing cleaners to ensure all spaces are kept clean and tidy ● Supporting the wider administrative function of the team, responding to general enquiries, dealing with post and deliveries, and keeping the team updated
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Person Specification

Part qualified Accountant	Desirable
Experience of processing of day to day financial transactions	Essential
Proactive, positive and personable approach	Essential
Data-driven - an appreciation of the importance of data in achieving success	Essential
Analytical with a keen eye for detail	Essential
Computer literate. Willingness to learn new software for processing data	Essential
Excellent communication skills, comfortable communicating with external funders, stakeholders and people with different access needs	Essential
Responsive to competing needs in a fast-paced organisation, able to prioritise, multi-task and meet deadlines	Essential
Commitment to BOM's mission and values around creativity, inclusion, and innovation	Essential

5. Applications

To apply, please send us your CV and a covering letter (no more than 2 pages) detailing how your skills and experience match the job description.

Email applications to info@bom.org.uk with the subject 'Application for Finance & Operations Assistant Role'.

Deadline for Applications: **12pm Friday 5th September 2025.**

Interviews will be held: Wednesday 17th September 2025.