

EAST  
QUAY

**FINANCE OFFICER  
RECRUITMENT PACK  
DECEMBER 2025**

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**Overview****Post:** Finance Officer**Part-time:** Full-time (40 hours)**Location:** Watchet, Somerset.**Salary:** £28,000 to £31,000, dependent on experience.**Deadline for applications:** 30th January 2026 5pm**Interviews:** Week Beginning 9th February 2026**Start date:** ASAP, by mid-March ideally.**Responsible to:** Finance Director

The Finance Officer will be responsible for all aspects of day-to-day finance record keeping, reconciliations, checks and supporting the Director of Finance in financial reporting and planning. We are a small team and take a hands-on approach so this will be a varied role suiting an inquisitive mind. This is a new role, and there is significant scope for the role to grow and develop for the right individual; although financial experience would be useful, it is just as important that the candidate is engaged, adaptable and wants to learn and develop.

Onion Collective CIC is a not-for-profit organisation that owns and operates East Quay in Watchet, an arts centre including gallery spaces, artist studios, holiday accommodation, an education space, cafe, and shop. Onion Collective also runs a number of other projects, including Understory Community Mapping, and Watchet Visitor Centre.

**Key Responsibilities**

This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed as required; other responsibilities may be added depending on experience and need.

- Registering invoices to be paid
- Taking and reconciling card payments for holiday accommodation
- Raising and sending out invoices
- Cash handling and recording
- Income reconciliation and recording for the Visitor Centre
- VAT Return preparation and checking
- Compiling financial performance reports for East Quay income
- Financial Management Reporting
- Reconciliation and recording of ticketing system income
- Ad hoc support for payroll and pension systems
- Administration of ticketing and booking systems
- Administrative, Finance or other work as required

**Person specification****Essential Experience and Qualifications:**

- Trustworthiness, reliability, and willingness to innovate
- Strong Microsoft Excel skills and other MS Office & IT skills
- Willingness and ability to learn new systems, improve knowledge, and learn new skills
- Good written and oral communication skills
- Ability to prioritise workloads
- Ability to work accurately and consistently

**Desirable:**

- Relevant experience, or relevant qualification
- Knowledge and experience of UK accounting practices, tax and VAT regulations
- Knowledge and experience of accounting systems (particularly Xero)
- Experience in conducting bank reconciliations
- Experience in purchase and sales ledger maintenance

**Equal Opportunities**

We want our company to be representative of all sections of society and welcome applications from everyone. Equality and diversity considerations are not an 'add on' to the work that we do, rather enabling access and engagement to the broadest range of people from and beyond our community is the very reason for our existence. We are committed to achieving a truly inclusive environment for all, providing an atmosphere where everyone can take part, learn, work and engage free from prejudice, discrimination, harassment and violence.

We would be grateful if you could please complete our Equal Opportunities form.

**Caring responsibilities or other personal circumstances**

We have a dynamic and flexible internal culture that gives employees control over the way they work and supports wellbeing. We will be as flexible as we possibly can be in terms of supporting staff to balance their work and their personal lives. We are keen to have a conversation to find practical solutions to meet candidates' own situations whilst meeting the needs of the organisation.

This role will require staff members to work during school holidays and may require some weekends and evenings. The position is advertised as a full-time role but please do talk to us if caring responsibilities or other circumstances mean you would like to discuss possibilities in these respects.

**Making an application**

Please send a CV including two referees and a letter of application (maximum 2 sides) detailing:

- Your suitability for the position
- Relevant experience
- Why you want to work at Onion Collective

Please apply to [jobs@onioncollective.co.uk](mailto:jobs@onioncollective.co.uk) by **30th January 2026 5pm.**

Interviews will take place week beginning 9th February 2026 and the appointed postholder will preferably commence duties in mid March.

**Contact**

If you would like to have an informal conversation about the role, please contact Tim Robb on email [tim@onioncollective.co.uk](mailto:tim@onioncollective.co.uk) in the first instance.

If you have any questions about the recruitment process, please contact Kiri Carter via [jobs@onioncollective.co.uk](mailto:jobs@onioncollective.co.uk).

**Letting you know**

We will contact all unsuccessful candidates to tell them they have not been short-listed for interview.



## References and DBS

All appointments are made subject to satisfactory references, satisfactory enhanced DBS check, and the right to work in the UK.

## Travel to work

We actively encourage sustainable travel to and from East Quay and support walking, cycling, and car sharing wherever possible.

More information about East Quay can be found at [www.eastquaywatchet.co.uk](http://www.eastquaywatchet.co.uk)



**Working at East Quay, Onion Collective and Contains Art**

East Quay is operated in Consortium by Onion Collective and Contains Art and is home to more than ten creative businesses, artists and freelance practitioners. We have a team of around 30 staff working across culture, learning, community-building, alternative futures and hospitality.

We are firmly committed to creating a supportive, reflective, nurturing working environment that provides opportunities for fun, purpose and advancement for our team and the artists and partners with whom we work. We aim to be non-conformist as an employer, prioritising wellbeing, flexibility, personal needs and shared respect and responsibility.

**About East Quay**

East Quay is about culture, purpose and imagination. Our overall ambition is to establish it as a transformational cultural centre rooted in place but oriented toward the future – a living, breathing site where art, community, ecology and imagination intersect to model more hopeful, just and regenerative ways of living. Over the next few years, our priorities are to deepen East Quay's role as both an anchor for local belonging and a laboratory for experimentation: a space that nurtures connection, curiosity and collective agency while pioneering new cultural, economic and ecological practices that respond to the crises and opportunities of our times.

We aim to strengthen East Quay's foundations as a community hub of shared values, care and creative participation, embedding practices of inclusion, justice, and ecological consciousness across everything we do – from programming and partnerships to governance and the built environment itself. At the same time, we intend to expand its function as a site of radical imagination and learning, using exhibitions, residencies, labs and convenings to explore alternative futures, post-capitalist economies, and bioregional resilience. East Quay will act as a network connector – linking people, ideas, and movements across generations and sectors. Ultimately, our ambition is for East Quay to stand as a cultural commons for the region: a place where creativity fuels belonging, art drives systemic change, and new narratives of interdependence, care and possibility are possible.

**About Onion Collective CIC**

Onion Collective is a social enterprise working to tackle social, cultural and environmental justice in our hometown here in Watchet, through wide reaching and ambitious regeneration projects. Where any profits are made, they are reinvested to benefit the town and community as a whole.

The organisation was founded by a group of friends who decided to see if we could make a little bit of difference in the world by initiating community and cultural projects and activity and by seeking to prioritise connection, compassion and curiosity in our work and the world we help to create. We believe a different kind of economy is possible and are working to demonstrate the future now, for example through East Quay and Understory, which is about community connectedness and social capital. We also undertake a small amount of consultancy work to support other communities and we conduct our own investigations and publish our own writing, in particular about community enterprise and the next economy.



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