



About Inspirate

Inspirate produces an array of cultural programmes engaging a broad spectrum of the South Asian diaspora; from young people's arts projects inspiring positive cultural connections and creative dialogue between diverse neighbourhoods, to wellbeing workshops supporting older adults in sheltered homes.

Our heritage programmes are re-claiming what it means to be South Asian in the UK, and our artist development opportunities are beginning to inspire a generation of socially-driven artists and cultural entrepreneurs. Inspirate has deepened its work with communities in Leicester and nationally across the UK since becoming a National Portfolio Organisation funded by Arts Council England.

Vision:

Inspirate exists to create a world where inclusion, diversity, and equity thrive - where care, creative freedom, realisation of ambition, and opportunity are accessible to all.

Mission:

We do this vital work through nurturing and platforming the evolution of contemporary South Asian arts, ensuring that South Asian artistry and talent is an integral and valued part of the arts and heritage sector, woven into the fabric of UK culture and the creative economy.

Through exploring the intertwined cultures of South Asia and the UK, we examine the ever shifting dialogue between heritage, roots, migration and intersecting identities. At the heart of our work is the creative alchemy, artistic richness and critical thinking that the diasporic experience inspires within artists and communities.

Our work is both a celebration of diverse arts and culture, and a provocation for reflective thinking, open conversation and action. Through sharing and developing our work locally, nationally and internationally, we create spaces for people across different communities to come together for collective cultural experiences.

Values:

Authenticity - We deeply respect people's identity and lived experiences, ensuring that everyone we work with feels valued, safe and listened to.

Innovation - We approach our work with a sense of possibility, fluidity and curiosity, developing creative spaces within which we can push boundaries, challenge our thinking, take risks, question and experiment.

Collaboration - We profoundly believe in the power of community, teamwork and collective action. We develop genuine partnerships which thrive on trust, honesty and shared exploration.



Ambition - We continually aspire to create high quality and meaningful cultural experiences that contribute towards positive social change within our local, national and global communities.

Growth - We create opportunities for collective and individual learning, investing carefully in the progression and development of our team, creative professionals, and communities we work with.

About the Role

The Finance Administrator will play a key role in ensuring the smooth running of Inspirate's financial and administrative operations. This role is ideal for someone highly organised, detail-oriented, and comfortable managing budgets, financial records, and office systems.

Working closely with the Finance Director and General Manager, the Finance Administrator will be responsible for bookkeeping, managing electronic filing systems, budget management, and supporting overall financial efficiency. The successful candidate will lead in maintaining accurate records on Xero and contribute to improving administrative processes.

This is an exciting opportunity to be part of a dynamic organisation that champions contemporary South Asian arts and culture, supporting its mission to create inclusive and impactful cultural experiences.

Key Responsibilities

- Maintain accurate financial records for Inspirate, ensuring timely input of all business income and expenditure.
- Reconcile bank accounts and credit card statements on a monthly basis.
- Work closely with the Finance Director and Executive Director to prepare management accounts, cash flow forecasts, and financial reports.
- Work with the General Manager to support budget monitoring across multiple projects, ensuring alignment with funder requirements.
- Collaborate with project producers to track project budgets and spending.
- Maintain accurate electronic filing systems for financial documentation.



- Assist in preparing information for annual audits and financial reporting to the Board.
- Identify and implement improvements to financial systems and processes to enhance efficiency and accuracy.
- Supporting team administration where possible e.g. booking transportation and hotels for artists.

Essential Skills & Experience

- Proven experience as a Bookkeeper, Finance Assistant, or in a similar accounting role.
- Strong understanding of bookkeeping principles and familiarity with accounting software (e.g., Xero, QuickBooks, or Sage).
- Excellent numeracy, accuracy, and attention to detail.
- Proficiency in Microsoft Excel and Google Sheets.
- Experience in managing multi-project budgets and preparing financial reports.
- Strong organisational and time management skills, with the ability to prioritise workloads and meet deadlines.
- Knowledge of financial reporting requirements for charitable or arts organisations.
- Excellent written and verbal communication skills.
- A commitment to Inspirate's mission and values, and enthusiasm for supporting diverse arts and culture.

Desirable Skills

- Experience working with Arts Council England or similar funder reporting systems.
- Knowledge of payroll and pension administration.
- Interest in growing with the organisation as Inspirate expands.
- Enthusiasm for a wide range of arts and cultural activities.



How To Apply

If you are interested in applying for this position, please email your CV and a Cover Letter (no more than two pages) to Suraj Kataria on suraj@inspirate.org

Please tell us about your relevant experience, skills, knowledge and competencies, which you feel make you the best person for the role - give examples of things you have done to fulfil the essential and desirable criteria.

Job Title	Finance Administrator
Salary	£25,000
Days/Hours	1 day per week
Position	Employed
Duration	January 2026 - March 2028
Location	Phoenix, Workspace 19, 4 Midland Street, Leicester, LE1 1TG
Deadline	Friday 28th November 2025

Successful candidates must be available to interview for the position in Leicester on Friday 5th December in Leicester.