

Arts&Heritage

ARTS&HERITAGE FINANCE MANAGER JOB DESCRIPTION

Job Title:	Finance Manager
Responsible to:	Executive Director
Hours:	Part Time – 2 days a month, home based.
Salary:	£200 per day, PAYE or freelance

Overview of Arts&Heritage

Arts&Heritage forges collaborations between contemporary artists and heritage organisations to initiate contemporary art projects. These projects create new perspectives with audiences, bringing to life the narratives, atmosphere and architecture of histories and places.

Objectives

1. Nurture and develop the skills and knowledge of both artists and those working in the museum/heritage sector to enable high quality and ambitious contemporary commissions
2. Deliver innovative commissioning opportunities for artists that explore multiple heritages in different ways
3. Inspire, increase, and diversify heritage audiences
4. Grow a sustainable business model for ourselves and support others to do the same
5. Increase the profile on contemporary arts in the heritage sector

Company

A&H is based in Hexham, Northumberland but operates nationally with staff working from home. It was established in 2009, following a period of research by Judith King into this area of practice and has built up a large clientele of heritage organisations such as the National Trust, English Heritage and Compton Verney, museums such as the National Railway Museum and a host of smaller museums seeking to engage with a wider audience.

Arts&Heritage is a Community Interest Company (CIC) with a Board of seven Directors. It has a small staff team comprising an Executive Director, a Creative Director, a senior Curator and a Coordinator. All other positions such as marketing, PR, IT support and additional curatorial support are freelance or contracted. The Board meets a minimum of four times a year.

Arts&Heritage is committed to promoting diversity and inclusivity. We would particularly like to hear from candidates who may not have a background in the arts and believe they have transferable skills relevant to the post.

Application details

Please submit; a covering letter responding to the person specification and outlining your experience undertaking the key duties and responsibilities below; your CV and the Equal Opportunities monitoring form to stephanie@artsandheritage.org.uk

Deadline for applications: 5pm, Monday 29th June

Interviews via Zoom: w/c 6th July

1. Job Purpose

This is a new post following the recent restructure of Arts&Heritage's financial systems and processes. The focus of the role is to support the Executive Director and the Board of Directors, by ensuring accurate and appropriate financial information and to assist with the development and implementation of company financial policies and systems.

Arts&Heritage is about to move to a cloud-based accounting system, and support and guidance with this transition will be part of this role. (Cloud based system still tbc). The appointed person will play a crucial role in identifying and procuring a new online financial administration system for the company and be responsible for helping the team develop their understanding of this system to allow for some delegation of budget responsibility.

This is an important role to the development of the Company, working predominantly with the Executive Director but also supporting the team who work in different locations to work in a more streamlined and cohesive way.

2. Key Tasks / Duties and Responsibilities

Financial Processing

- To manage the day to day financial processes.
- To ensure that all finance transactions are processed accurately and efficiently.
- To ensure that all internal and external financial reporting requirements are being met on time and with accurate information.
- To assist with the development and implementation of the financial systems - to ensure accurate reporting, the safeguarding of the organisation's assets and appropriate levels of responsibility and management.
- To ensure that policies are communicated to all staff and implemented throughout the organisation.
- To undertake the monthly payroll (average 4 staff) and the payment of all HMRC and pension returns.
- To complete the Company's cash-flow documents for reporting purposes.

Grants and external funding

- To provide financial information required for grant bids and external funding.
- To provide guidance in the bid submission process.
- To ensure the financial conditions of the grants and external funding are met.
- To prepare and submit grant claims with all supporting financial and non-financial information as required.

Month-end processing and Reporting

- To process staff expenses.
- To reconcile all control accounts.
- To prepare month end accounts.
- To produce ad hoc analysis of month end figures as required with notes.
- To circulate month end reports to budget holders as required.

Board Reporting

- To prepare quarterly management account reports for Board meetings as required.
- To attend Board meetings to talk through accounts (either in person or remotely) as required

Statutory accounts and other external returns and Reports

- To assist with the preparation of the annual draft statutory statements for approval by the Executive Director and Finance Sub Committee before submission to Independent Examiner/Auditor and to ensure statutory accounts and other legislative returns are filed accurately and on time.

Budgeting and Business Planning

- To work with the Executive Director to provide accurate financial information for the development of longer-term strategy and budget planning.
- To assist with the preparation of annual budgets
- To work with Executive Director to develop the future business and accounting structures of the organisation

Independent Examination/Audit

- To liaise with Independent Examiners/Auditors, ensuring all supporting information is produced on a timely basis.

4. Conduct

- To behave in a professional manner at all times.
- To adhere to and always ensure full compliance with all Arts&Heritage policies and procedures.
- To maintain confidentiality.

5. Other

- To undertake any other duties as appropriate within the competence level and general level of responsibility of the post as required by the Executive Director.

PERSON SPECIFICATION

Job Title: Finance Manager

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS TRAINING & EDUCATION	AAT qualification or equivalent	
EXPERIENCE	Experience of Accounting and Payroll software. At least two years' experience in a financial management role Preparation of month end accounts including all accruals, prepayments, and control account reconciliations Experience of reporting to management level, including preparation of reports and their presentation.	Payroll management Grant Claims
SKILLS, APTITUDES & ABILITIES	Able to express financial analysis in a manner that can be understood by non-financial managers Ability to work on one's own and to show sound judgement and initiative Able to work to deadlines Report writing skills Advanced skills with Microsoft products especially Excel Firm grasp of business Be willing to see an issue through to resolution Up to date accounting knowledge, and particularly understanding of Community Interest / Charity finance	

<p>PERSONAL QUALITIES AND ATTRIBUTES</p>	<p>Committed to completing tasks within deadlines</p> <p>Able to adapt to change and flexible in approach when necessary</p> <p>Reliable</p> <p>Good interpersonal skills</p> <p>Ethical and principled</p>	
<p>WORKING ARRANGEMENTS</p>	<p>Prepared to be flexible to meet the demands of the role</p> <p>Some degree of travel nationally may be necessary.</p>	

1 June 2020