

7 August 2017

FINANCE MANAGER

Please find enclosed information on the role of Finance Manager at Artsadmin. To apply you will need to complete our online application form.

To apply go to <http://apply.artsadmin.co.uk>

Deadline for applications extended: 12pm on 8th September 2017.
Interviews will take place on Friday 21st September 2017.

The role begins in November 2017.

Please refer to the Finance Manager description and person specification in your application. If you have any difficulty completing the online form please contact 020 7247 5102 or email jessica@artsadmin.co.uk

Thank you for your interest in Artsadmin.

Kind regards,

Gill Lloyd
Director
020 7247 5102
gill@artsadmin.co.uk

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DIRECTORS FEIMATTA CONTEH, CHARLES GARRAD, STELLA HALL, LOIS KEIDAN, FREYA MURRAY, ALISON RITCHIE, MHORA SAMUEL, JEREMY SMEETH, SEONAIID STEWART. **VAT REGISTRATION NUMBER:** 657086117. **REGISTERED IN THE UK NUMBER:** 2979487. **REGISTERED CHARITY NUMBER:** 1044645

**ARTS
ADMIN**



FINANCE MANAGER

BACKGROUND

Artsadmin is a producing organisation, which **enables artists to create without boundaries**, connecting bold interdisciplinary work with local, national and international audiences. We also deliver free advice, training, and artist-led development opportunities for hundreds of artists: from young people getting involved in performance for the first time through to artists with established careers. In London's East End we have established a centre for the creation, development and presentation of new work, where, in our rehearsal, performance and meeting spaces, new talent is constantly nurtured.

Everything we do is underpinned by our core values. We aim to be:

- **Sustainable.** Raising awareness of environmental issues through the arts and seeking greener ways of working
- **Collaborative.** Developing long-term relationships with diverse audiences, artists and partners
- **Bold.** Encouraging artists to take risks, supporting radical approaches and promoting experimentation

FINANCE MANAGER

JOB DESCRIPTION

Responsible to: The Head of Finance

Salary: £27-30,000 (pro rata) negotiable dependent on experience

Hours of work: Three days, 10am-6pm Monday-Friday (days to be confirmed once offer made). If additional hours are worked no overtime will be paid but time off in lieu can be taken.

Holidays: 20 days (pro rata) plus statutory holidays and Christmas closure

Benefits include: Pension scheme
Sick pay and income protection scheme
Life Assurance scheme at four times annual salary
Health scheme and eye tests & glasses
Child care allowance
Travel card/Season ticket loan

Purpose of the role

The Finance Manager will support the Head of Finance in providing financial and business support services for Artsadmin's associate/client artists and companies.

You will also contribute to the financial management of Artsadmin and development of its financial strategy and policy through attendance at regular finance meetings. This is a very hands-on role and would suit someone who enjoys working proactively, has a logical and systematic approach and excellent communication skills.

Core Duties and Responsibilities

You will provide a full range of accountancy and financial services for Artsadmin's client artists and companies. You will work closely with the Head of Finance and the relevant Artists' Project Manager to ensure that these services are provided in a timely and efficient manner and are resourced adequately from within the finance department.

Principal tasks

- Day-to-day book-keeping and accounts processing (sales, purchases, nominal ledger) via Accountedge Plus NE or detailed spreadsheets
- VAT processing and preparation of quarterly VAT returns (where applicable)
- Bank and cash management, including reconciliation of all bank accounts and overseeing petty cash system
- Process payroll and PAYE (where applicable)
- Short-term cashflow forecasting
- Credit control and dealing with purchase ledger enquiries
- Preparation of quarterly management accounts and reports
- Preparation of statutory accounts for external audit
- Develop and monitor internal financial controls
- Develop financial information capture and processing systems in line with the changing needs of the artist/organisation
- Ensure financial compliance and best practice in accordance with current accounting standards and statement
- Ensure adequate procedures and practices are in place to comply with relevant Charity and Company law, VAT and Inland Revenue regulations.

- Assist in the production of timely reports to funders and other external agencies (capital and revenue), and produce other ad hoc reports as required
- Assist in any other relevant work as directed from time to time
- Ensure the effective provision of company secretarial services to client companies (where applicable)

Other Duties/Tasks

- Participate in the general development and promotion of Artsadmin, its client artists/companies and Toynbee Studios
- Participate in the decision making process of the company at regular staff meetings
- Develop and maintain a working knowledge of new theatre, dance and live art
- Carry out all responsibilities within the philosophy and equal opportunities policy of Artsadmin

PERSON SPECIFICATION

Qualifications and Experience

- At least five years relevant book keeping and financial management experience
- Part or fully qualified accountant
- Proven understanding of account management and book keeping skills
- Experience in accounting/payroll software, good working knowledge of MS word and Excel
- Excellent communication skills, written and verbal
- Knowledge of financial legislation and regulations
- Experience working in the charitable or voluntary sector or experience of working in the Arts.
- Good knowledge and experience of VAT

Skills

- Strong written and verbal communication skills including the ability to present clear finance reports to the Trustee Board
- Strong interpersonal skills: the ability to work well with people at all levels both within the organisation and our wider stakeholder community
- Proven ability to plan proactively and prioritise
- The ability to work well within a team environment
- Resilience and an ability to work on own initiative