

4 August 2020

Head of Finance, part-time

Please find enclosed the Job Description and Person Specification for the position of Head of Finance. If you would like to discuss the role informally please feel free to Deborah Chadbourn, Executive Director deborah@artsadmin.co.uk.

To apply go to <https://www.artsadmin.co.uk/about/jobs>

Deadline for applications: 5pm on 14 September 2020

Interviews will take place on 1 or 2 October 2020

In this pack you will find:

- information on Artsadmin and directions to further information online
- a job description
- person specification
- headline terms and conditions
- full details on how to apply

If you have any technical difficulties or access requirements completing the online form please email alexbrown@artsadmin.co.uk or call us on 020 7247 5102.

Thank you for your interest in Artsadmin.

Kind regards,

Deborah Chadbourn and Róise Goan
Executive Director and Artistic Director
020 7247 5102

Toynbee Studios, 28
Commercial Street London E1
6AB, United Kingdom
WEBSITE artsadmin.co.uk **TELEPHONE** +44 (0)20 7247 5102
EMAIL admin@artsadmin.co.uk **TWITTER** @artsadm

DIRECTORS FEIMATTA CONTEH, KATHERINE FERRIS, JOOST FRANKEN,
CHARLES GARRAD, STELLA HALL, CHRISTOPH JANKOWSKI, ALISON RITCHIE,
MHORA SAMUEL, JEREMY SMEETH. VAT REGISTRATION NUMBER: 657086117.
REGISTERED IN THE UK NUMBER: 2979487. REGISTERED CHARITY NUMBER:
1044645

**ARTS
ADMIN**

**HEAD OF FINANCE
APPLICATION GUIDANCE NOTES**

Please follow the checklist below to ensure you fully complete your application.

What?	Why?	Completed?
Read Guidance Notes	To ensure you send the best application you can, so you're more likely to be shortlisted.	
Research Artsadmin	This will tell you about who we are and the work we do: artsadmin.co.uk	
Read the Job Description	This explains the key activities of the role. You need to be sure that you have the potential to fulfil the activities outlined, and are interested in the full range of the role. It will also detail the areas of expertise you should highlight your experience of in your application form.	
Read the Person Specification	These are the minimum requirements for the role. It is important that you clearly demonstrate these in your application.	
Complete the application form	Please complete all sections as fully as possible. Remember to include all relevant experience including voluntary work, placements etc along with paid employment. The online application form can be found at apply.artsadmin.co.uk	
Submit your application	You will receive a confirmation email. If you have any difficulties with your online application contact us 020 7247 5102 or email admin@artsadmin.co.uk Deadline: 5pm on 14 September 2020. We cannot accept applications after this time.	

ABOUT ARTSADMIN

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 Toynbee Studios, 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

Artsadmin has secured a long lease on Toynbee Studios in London's East End until 2038. The building is also home to over 20 arts organisations/practitioners and offers artists, studio holders and audiences a creative centre to share and experience new work, attend workshops and talks, develop and present work. We collaborate with festivals, artists and other organisations to programme work that reflects our core values.

Working with disabled and non-disabled artists both emerging and established, across gender and sexual orientation, race and ethnicity, global and local, Artsadmin strives to put equity and inclusion at the core of its activities – as artist producers, advisors, curators and collaborators.

FINANCES

Artsadmin operates with a diverse income stream. Turnover for 2018/19 is £1.2m (excluding funds relating to Unlimited); our Annual Report provides further information on our income and expenditure breakdown: https://www.artsadmin.co.uk/wp-content/uploads/2020/06/18_19_report-v11_JUne2021update.pdf

Our anti-racist work on recruitment and retention:

We are a team comprising around 24 people where everyone's contribution is valued. This job description was written with the collaboration of our anti-racist recruitment and retention committee and with the advice and support of some external colleagues, including artists. We acknowledge both that Artsadmin is currently a majority white organisation and our need to become an organisation that reflects the diversity of the country around us. This can only be addressed through deep, ongoing, active anti-racist training and policy-making, which is now underway.

For recruitment, we are committed to ensuring that there is:

- A person of colour on the interview panel
- A chance to meet some of the team at interview stage to give insight into the organisational culture, as well as a chance to ask questions outside the interview

Once in the role, any successful candidate who is a person of colour will have access to an external coach or mentor to provide support in a majority white workplace. This support will be paid for by Artsadmin.

Access support

Access support is available for all applications, including alternative formats and tailored support. If, for access requirements, you'd prefer to meet one of our team or talk through these guidelines please contact access@artsadmin.co.uk or call 020 7247 5102.

Equal opportunities

Artsadmin is an equal opportunities employer, and positively encourages applications from groups currently underrepresented irrespective of gender identity, sexual orientation, marital status, race, religion, nationality, ethnic origin, disability or age.

This applies whether in relation to terms of employment, conditions of service or opportunities for training. Individuals are selected and treated on the basis of their relevant merits and abilities and no one is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

London Living Wage

Artsadmin pays a minimum of London Living Wage.

Find out more [about Artsadmin](#), [our policies](#) and [how we work](#).

HEAD OF FINANCE

Job Description

Responsible to: The Directors

Responsible for: Finance team comprising a part-time Finance Manager and a part-time Artists Finance Manager

Salary: £40,000 – £45,000, depending on experience

Hours of work: Part-time, 24 hours / week

Holidays: 12 (20 pro rata) days plus 4.8 (8 pro rata) statutory holidays. Additional two-week Christmas closure.

Probation Period: Three months

Notice Period: One month's notice in writing on either side during the probation period. Three month's notice on either side once the appointment is confirmed.

Benefits include:

- Pension scheme
- Sick pay and Income protection scheme
- Life Assurance scheme at four times annual salary
- Health care scheme covering optician, dentist and other care costs
- Childcare allowance
- Travel card /Season ticket loan

The Head of Finance leads the finance department, providing business support and assisting with the risk management functions of Artsadmin and its associate/client artists and companies. They are responsible for financial control, reporting, budget setting and monitoring, day-to-day financial management, year-end preparation, ensuring the financial viability of the organisation and that it fulfils its statutory and legal responsibilities.

The Head of Finance will undertake the following tasks with the support of the finance team working closely with the joint CEOs

Finance

- Set and monitor annual budgets collaboratively with budget holders
- Prepare management accounts, cash flow statements and reports for funders, directors and Board of Trustees as required
- Prepare and present statutory financial accounts
- Work with auditors to ensure the timely audit of the annual accounts

- Oversee accounts processing: sales, purchases, banking, petty cash, etc.
- Oversee payroll management (including pension schemes), HMRC, PAYE VAT processing and returns
- Manage cash flow and oversee treasury/investment activities as required
- Maintain financial and business support systems including internal financial controls
- Oversee Artsadmin's Accounting system to ensure that it operates efficiently and meets the Company's needs.
- Update new software releases

Governance and Compliance

- Provide company secretarial services to the Board of Trustees including returns to Companies House and the Charity Commission
- Attend all Board and committee meetings as required
- Manage the company risk register
- Ensure financial compliance and best practice in accordance with current charity accounting standards and statements
- Manage Artsadmin's PCI Compliance systems
- Maintain adequate insurance policies

Line Management and HR

- Support Part-time Artist Finance Manager to undertake a comprehensive range of financial and governance duties on behalf of associate/client artists and companies and manage Artsadmin's purchase ledger
- Support Part-time Finance Manager to manage the finance, business support and risk management functions of the Arts Bar and Café and manage Artsadmin's sales ledger
- Support HR management of the organisation including payroll

Other Duties

- Process Certificates of Sponsorship to allow foreign artists entry to the UK
- Keep the Sponsorship Management system updated
- Keep up to date with any developments in SORP, Company and Charity law
- Comply with all company policies including but not limited to Equality, Environmental Sustainability, Health & Safety at Work and GDPR
- Maintain and develop Artsadmin's routine information systems

PERSON SPECIFICATION

Applicants for this post should demonstrate how their skills and experience meet the following criteria:

Essential Experience & Skills

- Qualified accountant with any of: Association of Chartered Certified Accountants (ACCA); Chartered Institute of Management Accountants (CIMA) or Institute of Chartered Accountants in England and Wales (ICAEW)
- Demonstrable financial management skills including preparation of budgets, management and statutory accounts, VAT, taxation and company legislation
- Ability to communicate financial procedures with non-specialist colleagues
- Ability to produce work accurately and to a consistently high standard, prioritise workflow independently and show initiative
- Effective team player with the ability to work with the joint CEOs, Trustees and staff at all levels of the organisation

- Excellent interpersonal communication skills with a tactful and diplomatic approach
- Line management of support staff
- Commitment to equity, diversity, inclusion and environmental sustainability

Desirable Experience & Skills

- Good understanding of the charity SORP,
- Experience of working in the arts or voluntary sector
- Experience of reporting to European funding bodies
- Processing of certificates of Sponsorship Management
- Use and familiarity with online accounting software package such as Account Edge or Xero
- Processing of Access to Work claims
- Experience of Mac computing

HOW TO APPLY

Please apply for this job via our online application form can be found at apply.artsadmin.co.uk. Complete all sections as fully as possible. Remember to include all relevant experience including voluntary work, placements etc along with paid employment.

Interviews will take place online or in London. Please let us know in your application if you are unable to attend on either 1 or 2 October.