

FINANCE MANAGER – JOB PACK

For access queries, including any alternative formats, or if you have any difficulty completing the online form, please call 020 7247 5102 or email access@artsadmin.co.uk.

Welcome to this Job Pack for the position of Finance Manager.

Artsadmin is looking for a Finance Manager to ensure the smooth and efficient operation of the finance processes, prepare budgets, forecasts, commentaries, analyses and financial statements, and support informed decision-making through regular reporting to the Head of Finance and Directors.

The successful candidate will be a self-starter with demonstrable experience of working and helping to drive change within a finance function and of building relationships with non-finance stakeholders. They will have strong analytical, communication and organisational skills, be outcome-focused and either have, or be pursuing, a professional accountancy qualification

This is a new, full-time post with scope to really make a difference to a well-regarded arts charity. Artsadmin is a company of creative people working with artists to develop and make performance projects for local, national and international audiences in a variety of places and contexts. This is an exciting time to join us as we embark on the next chapter of our work, updating our programme, refreshing our brand and reviewing our connections to our local area of Aldgate East.



To apply, please:

- Read this job pack, available at www.artsadmin.co.uk/about/jobs
- Go to apply.artsadmin.co.uk to complete the online application form
- Complete an anonymous Equal Opportunities form:
<https://forms.gle/ZKjkKoNSn8AAWyDX8>

The deadline for applications is 12pm on 27 January 2022.

First interviews will take place in w/c 7 February 2022.

Thank you for your interest in Artsadmin.

Kind regards  and 
Deb Chadbourn, Executive Director Róisé Goan, Artistic Director

Management Accountant

ABOUT ARTSADMIN

Artsadmin is a producing organisation, working with artists to enable them to create bold, interdisciplinary work that connects with local, national and international audiences.

We deliver a wide-ranging artist support programme that includes free creative support sessions and training as well as artist-led development opportunities for hundreds of artists per year. Our support benefits young people getting involved in performance for the first time through to artists with established careers.

We also run Toynbee Studios in London's east end, a vibrant centre for the creation, development and presentation of new work and the nurturing of extraordinary talent.

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

We collaborate with festivals, artists and other organisations to programme work that reflects our core values, including Season for Change, Unlimited and Another Route.

Working with disabled and non-disabled artists at all stages of their careers, 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, curators and collaborators.

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 ongoing.

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

- At least one 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.

Find out more [about Artsadmin](#) and [our policies \(including Anti-Racism, Accessibility, Transitioning at Work and Sustainability\)](#)

Management Accountant

ABOUT THE POSITION

Salary: £30,000-£35,000 per annum, depending on experience

Type of contract: Permanent, full-time

Hours of work: 40 hours per week including a paid lunch hour.
Office hours are usually 10am – 6pm Monday to Friday.
Flexible working available.

Location: Flexible between office and home working

Holidays: 20 days plus 8 statutory holidays and additional winter break

Staff benefits:

- Pension scheme with Royal London
- Subsidised Bike Purchase
- Travel Card / Season Ticket Loan
- HSF Health Plan
- Life Assurance at four times annual salary
- Group Income Replacement Scheme
- Childcare Salary Sacrifice Scheme

Probation period: 3 months

Notice period: 3 months after probation period

Key Relationship: The Finance Manager reports to the Head of Finance.

Internal Communications: The Finance Manager will work closely with the Head of Finance as part of the Finance team

External Communications: Auditors, banks, pension provider, group income protection and pensions adviser, Health Care Plan account manager

Purpose of the role

The Finance Manager will support the Head of Finance in managing Artsadmin's accounts. They will ensure the smooth and efficient operation of the Finance team, provide specific support as listed in the principal tasks and support informed decision-making through monthly monitoring and reporting to Head of Finance, Executive and Artistic Directors (joint CEOs).

Key Tasks and Responsibilities

- Management accounts - Preparation of accurate and timely monthly management accounts for Directors and Heads of Department.
- Budgets and forecasts - Supporting the Head of Finance and joint CEOs with budget preparation, regular reforecasts, and development of the budget and forecast processes.
- Financial analysis - Preparation of financial analyses as required, including annual return on investments in productions.
- To lead on the financial accounting and record-keeping for Artsadmin coordinating with the Head of Finance on all finance processes
- To build and maintain relationships with non-finance teams and colleagues to ensure timely and accurate financial records with regular reconciliations to non-finance systems.

Financial Administration

- Preparing reports, budgets, commentaries and financial statements for funders, directors, trustees and other stakeholders
- Financial administration and internal audits
- Develop and maintain financial systems and policies
- Support the creation of business strategies
- VAT compliance and returns
- Café finance administration

Payroll Management

- Manage monthly payroll for all staff including starters and leavers and casual staff with Head of Operations
- Consolidate payroll journal and submit to Head of Finance for approval before posting ahead of Calendar month-end
- Pensions entries and payments to external provider

Bank Reconciliations

- Bank accounts reconciled weekly (statement vs ledger) and reconciliation shared with Head of Finance
- Resultant posting journal to be created and submitted to Head of Finance for approval before posting for general ledger and projects.

Balance Sheet Reconciliations

- Agree and action list of Nominals & Balances which require regular reconciliation, review and action with Head of Finance to ensure compliance for Y/E Audit
- Prepare and support Y/E Audit through year-round management of Sales ledger, Payroll, Bank & Other Balance Sheet

Other Duties/Tasks

- Attend regular team and staff meetings
- Embed Artsadmin's policies and procedures in all aspects of their work, particularly in relation to Anti-Racism, Access and Inclusion, Health and Safety, Safeguarding and Environmental Action.
- Contribute to care and compassion culture of organisation

Person Specification

Knowledge, Skills and Experience

Essential

- Demonstrable experience of working within a finance environment and of building and maintaining relationships with non-finance stakeholders
- Suitable qualification - professional accountancy qualification (full or part) ACA/ACCA/CIMA or qualified by experience
- Good working knowledge of desktop applications, including advanced Excel
- Ability to work extremely accurately with strong analytical skills
- Personable and team player but also self-motivated
- Good oral and written communication skills
- Strong organisational skills
- Ability to work towards tight deadlines

Desirable

- Familiarity with Quickbooks
- Knowledge and experience of Charity SORP
- Previous experience in an arts environment

HOW TO APPLY

To apply, go to apply.artsadmin.co.uk to complete the online application form.

Please also complete an anonymous [Equal Opportunities](#) form here:

<https://forms.gle/mi6omAVbbnFD2Ftv9>

The deadline for applications is 12pm on 27 January 2022.

First interviews will take place in w/c 7 February 2022.