



RECRUITMENT PACK FOR FINANCE MANAGER

Introduction to Creative Arts East

We value: COLLABORATION – AMBITION – EVERYONE

Our Vision: Artistically vibrant, connected and healthy rural communities

Our Mission: To increase people's enjoyment, skills and health through the power of the arts

Creative Arts East is an arts and community development charity committed to bringing the very best arts and cultural activities to rural and under-engaged audiences across Norfolk, Suffolk and the wider south-eastern region. Through diverse funding and income streams, and with 25 years' experience in this field, we have built and enhanced our rural touring offer to include live performance and cinema, alongside an enviable portfolio of participatory projects. Annually our work partners over 100 rural community groups and reaches some 40,000 ticket buyers and participants.

Company number: 2960157

Charity number: 1040321

Creative Arts East is governed by a Board of Trustees and holds Investors in People status.

Our aims

- To inspire people to expand their individual creativity and broaden their cultural horizons
- To empower adults and young people to join together to enrich their communities
- To enhance the wellbeing of individuals within rural and disadvantaged communities
- To raise the skills and/or aspirations of rurally isolated and disadvantaged individuals and communities
- To be a highly efficient, innovative and effective organisation

Our investors

Creative Arts East is an Arts Council England National Portfolio Organisation (2015-2022). We receive annual investment from Norfolk County Council and multiple local authorities across Norfolk and Suffolk. Presently our project funders include Youth Music, Esmée Fairbairn and Spirit of 2012. In 2018-19 the charity had a turnover of £494,933 (draft accounts) generated through a mix of restricted and unrestricted public funding and smaller amounts of earned income.

For further information visit www.creativeartseast.co.uk

Job Description – FINANCE MANAGER

Job Purpose: To manage all of Creative Arts East’s financial activities, both strategic and day to day, ensuring compliance with Companies House and Charity Commission regulations. To contribute to shaping the direction of the charity as part of the Senior Management Team. To line manage the Office Manager, ensuring operational resources run efficiently and effectively. To provide Company Secretary support to the Board of Trustees.

Terms:

Contract:	Permanent
Salary:	£30,088 – £32,724 p.a. pro rata, depending on experience (subject to 6-month probationary period)
Hours:	25 hours per week (days and times negotiable)
Leave:	160 hours including public holidays
Office:	19 Griffin Court, Market Street, Wymondham, Norfolk, NR18 0GU
Responsible to:	Executive Director
Responsible for:	Office Manager
Advantages:	Flexible working available, enhanced annual leave package

Duties and Responsibilities

Core responsibilities:

These responsibilities are shared by all members of the Creative Arts East team:

1. To ensure that high standards are achieved in the specific areas of your responsibility;
2. To promote an ethos of co-operation and support in order to develop an inclusive and accessible organisation;
3. To contribute to the activities of the organisation in whatever way necessary, to promote the interests of the organisation and achieve its business plans and purpose;
4. To ensure that the corporate commitment to diversity and to CAE’s mission, ‘to improve community life through the creative use of the arts’, informs all aspects of your work;
5. To contribute to the annual business planning process.

Specific duties

Financial Management:

Strategic functions:

- Prepare the organisation’s annual income and expenditure budget, including salary review and budget savings recommendations.
- Provide accurate forecasts of core and project expenditure and of income requirements.
- Work closely with the Executive Director, and other specific budget holders, to undertake business and financial planning and all aspects of the budget management process.

- Work closely with the Project Managers providing reports on expenditure and income and agreeing a reconciliation between the accounting records and the project reports.
- Provide financial information for funding bids, grant applications and investment agreements for local authority and other funders in consultation with the Executive Director to secure adequate income as detailed in the business plan.
- Provide reports and monitoring information of a financial nature, as required by each funding body, to demonstrate value for money and responsible use of public funds.
- Manage the annual external audit process, through liaison with the auditors, review of accounting procedures and the provision of necessary information to fulfil statutory requirements.
- Be responsible for ensuring compliance with requirements and regulations relating to company law, charity law, data handling and protection and employment, in so far as they relate to the financial aspects of the organisation.
- Regularly review and update the organisational Risk Register, identifying and grading risks and implementing appropriate mitigating controls.
- Attend quarterly Board meetings and provide financial management information as required.
- Attend Staffing & Finance sub-committee meetings, keeping relevant minutes and circulating papers.
- Be a member of and contribute to the Senior Management Team.
- Provide Company Secretary support to the Board of Trustees.
- Ensure that the Executive Director is kept abreast of all relevant developments in your field of responsibility and that agreement is reached in issues of major impact on the organisation before decisions are made.
- Carry out any other duties of a financial nature that are of benefit to the organisation as and when required to do so.

Transactional functions:

- Manage the organisation's day-to-day finances and maintain all financial records, including raising invoices, making payments, processing receipts, administering VAT, etc.
- Maintain and develop the financial integrity of the organisation in the day-to-day running of its financial affairs, ensuring robust accounting procedures are in place, and providing a clear transactional audit trail.

Monthly management functions:

- Manage the organisation's payroll, PAYE and pension schemes.
- Manage the organisations expenses payments and records of benefits for P11D.
- Complete monthly period close operations and prepare monthly management accounts as required by the Board of Trustees.

Business Management:

- Manage the establishment and maintenance of significant contracts such as the premise's Lease, photocopier, IT support and audit.

Line Management:

- Provide line management to the Office Manager, whose role is to oversee good working order for the Charity's main office base – ensuring adequate staffing cover, including recruitment and work experience, maintaining IT and other operating resources, and supporting the

administrative delivery of the charity's work as required. The Finance Manager will be required to organise regular review meetings, carry out annual appraisals and oversee the operational function of this post generally.

General:

- Work as part of a small office team, answering phones, greeting visitors and assisting colleagues as required.
- Contribute to regular team meetings.
- Comply with the organisation's policies including Equal Opportunities, Health and Safety, Data Protection (GDPR) and Child/Vulnerable Adult Protection.
- Carry out any other reasonable duties as appropriate to the post, and as may from time to time be required by the scheme managers or senior management.
- Undertake any other professional training necessary for the effective execution of the role.

Our outgoing Finance Manager says:

“This is a varied and interesting role which incorporates all financial aspects from day to day processes through to budgeting and forecasting. Through being a member of the Senior Management Team, there is the opportunity to become involved in the wider direction of the organisation including fundraising, attending events and marketing. Creative Arts East offers a flexible and supportive working environment within a small but talented and dedicated team. I have found my time at Creative Arts East to be very rewarding and it's been great fun.”

Person Specification

The requirements are weighted between 1 and 5. Those rated:

1. *Desirable - but not necessary*
2. *Desirable - could be achieved through training or experience*
3. *Essential - scope for development over time*
4. *Essential - sufficient experience in place that specialist skills could be developed quickly and effectively*
5. *Essential - fully in place and demonstrable*

In recruiting for this post, we will be looking for evidence of the following:

Requirement	Weighting 1- 5	How we will assess if the candidate meets the requirement
Qualifications		
Educated to degree or equivalent level or with equivalent demonstrable experience of working in a specialist function related to the post	5	Evidence of qualifications or experience that can be validated
Accountancy qualification or equivalent experience of management accounts and financial procedures for at least three years	5	Evidence of qualifications or experience that can be validated
Experience		
Experience of using TASbooks/Sage accounting software or a similar product	5	Track record and questions at interview
Experience of and confidence using MS Office packages including Outlook, Word and Excel spreadsheets	5	Track record and questions at interview
Audit experience – good knowledge of best practice accounting procedures and controls	4	Track record and response to questions during interview
Experience of working with independent auditors and understanding of importance of a clear audit trail	4	Track record and response to questions during interview
Experience of identification, grading and mitigation of financial and organisational risk	2	Track record and questions at interview
Experience of financial management of a charity or small business	3	Track record and questions at interview
Experience of, and demonstrable commitment to, working in a small team environment	4	Track record and response to questions during interview

Experience of line management	2	Track record and questions at interview
Key Competencies		
The ability to operate and maintain bookkeeping systems and procedures to a high standard of accuracy	5	Application and response to interview questions
Ability to operate the accounting system on a daily basis	5	Submission with application and responses at interview
Ability to prepare and monitor budgets and forecasts	4	Application and response to interview questions
Ability to prepare monthly Management accounts and provide commentary for internal management and Trustees	4	Application and response to interview questions
Experience of preparing monthly payroll	3	Application and response to interview questions
Experience of quarterly preparation of VAT returns	2	Application and response to interview questions
Ability to liaise with external auditors	3	Application and response to interview questions
Able to prepare information required for audit	4	Application and response to interview questions
Experience in dealing with funding applications	3	Application and response to interview questions
Ability to perform Company Secretary duties	3	Application and response to interview questions
Excellent written and spoken communication skills	4	Application and response to interview questions
Personal Qualities		
Honesty, integrity and trustworthiness	5	Response at interview and references
Organised, self-motivated and able to work to deadlines	4	Response at interview and references
Sense of humour and approachable manner	4	Responses at interview
Interested in the arts and arts activities	1	Responses at interview
Commitment to clear and open communication and the promotion of equal opportunities	4	Responses at interview

How to Apply

You can download an application form from our website at www.creativeartseast.co.uk or alternatively email enquiries@creativeartseast.co.uk or call 01953 713390

Closing date for applications: 12pm on Monday 2nd September 2019

Shortlisted candidates will be required to attend an interview at Creative Arts East's Offices on: Thursday 5th September between 9am-3pm.