

Finance Manager – Maternity Cover

Job Information

Job title: Finance Manager – Maternity Cover

Salary: £35,000 per annum (£28,000 pro rata for 30 hours per week)

Based at: The Factory, 319 Craigpark Drive, Glasgow, G31 2TB

Travel: May be required across the local authority areas in which Impact Arts operates.

Reporting to: Fiona Doring, Director

Duration of contract: Fixed term contract until 29th January 2021

Working Hours: 30 hours per week (0.8FTE)

Qualifications & Experience:

Degree in a relevant discipline

Professional financial qualification essential with knowledge of SORP

Minimum 5 years experience in financial management

Minimum 3 years experience in leading and managing a staff team

Highly experienced in developing and maintaining financial systems

Highly experienced in preparing and overseeing project budgets and accounts, using Xero software

Other Essentials: Subject to Disclosure Scotland check

Closing date: Monday 16th September 2019 at 12 noon

Interviews: First Interview - Monday 23rd September 2019

Second Interview (if required) – Tuesday 1st October 2019

Expected Start Date: Monday 11th November 2019

Company Values

As a team of people we share the following values:

Our values

CREATIVITY

We always place creativity at the centre of all that we do.

INTEGRITY

We are always honest and truthful and act with transparency.

EQUALITY

We value people's right to be different and ensure everyone has equal opportunity.

KINDNESS

We always treat everyone with care and respect.

AMBITION

We are always ambitious in what we want to achieve for our partners, participants and colleagues.

What We Do

Established in 1994, Impact Arts is a national arts organisation which tackles inequalities in Scotland through creative engagement. We envisage a Scotland where everyone values and benefits from the power of creativity to transform lives.

Our strategic objectives are:

- We will transform **Children and Young People's** lives through impactful arts and creativity.

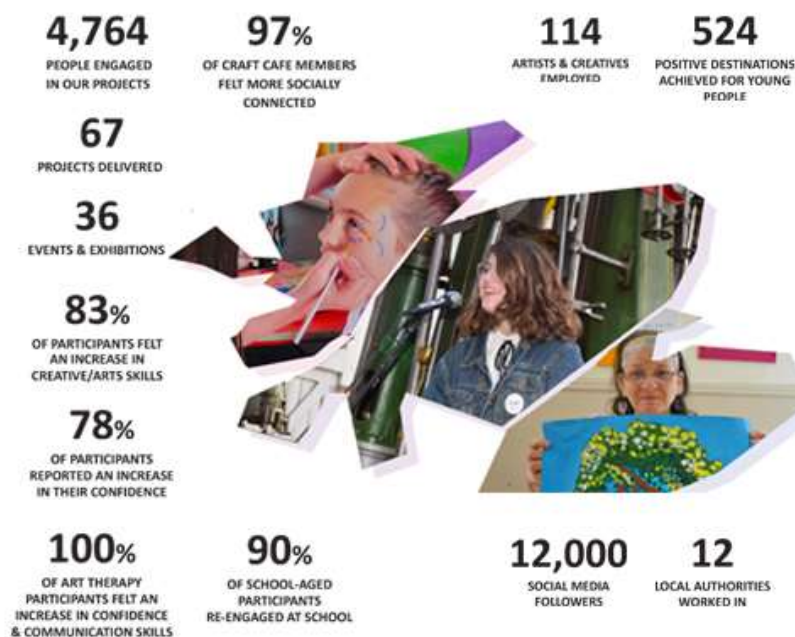
- We will grow **Communities** to become stronger and empowered through creative engagement.
- We will support **Older People** the opportunity to take part in life enriching arts and creativity.

We place innovation, enterprise and creativity alongside outstanding delivery, sound management and a strong ethos of partnership to tackle society's big issues. Our talented in-house and freelance artists across Scotland and beyond ensure that our artistic programmes, exhibitions, performances and events are of the highest quality. We exist to inspire creativity in people and regenerate our communities through a deep and rewarding relationship with the arts.

We have over 30 staff and 100 freelance artists working on services across Central Scotland with our Head Office in Glasgow. We work with multiple partners and funders all with a strong ethos #artchangeslives. We are supported on an annual basis by over 40 funders including Cashback for Communities, Skills Development Scotland, Big Lottery, Corra Foundation PDI, Scottish Government and a range of foundations and trusts.

Our Impact

2017/18 in numbers:



Background

With annual income around £1.9 million, over 50 salaried staff and with approximately 100 freelancers employed across Scotland, we are seeking an experienced and qualified Finance Manager to join the Impact Arts team. You will take responsibility for the finance and HR element of our Head of Finance and Operations role and report directly to Fiona Doring, Director.

You will be a skilled communicator and qualified accountant (ACCA or equivalent) with experience of the third sector and excellent technical accounting skills to support all aspects of the organisation. It is desirable that you also have some experience of SORP. You will come with a minimum of 5 years financial management experience and at least 3 years in people management.

Purpose

To be responsible for the effective financial management at Impact Arts, ensuring compliance with legal and regulatory requirements

Overall accountability for Finance and HR functions at Impact Arts.

To support the Director (as Company Secretary) ensuring compliance with OSCR, Companies Act and other regulatory requirements.

Supporting the Finance Committee and Board through regular communication, meetings and updates

To contribute to the strategic leadership at Impact Arts through input into the strategic plan, promoting the vision and values and representing Impact Arts within networks in the arts, social enterprise, public, private and voluntary sectors


Main Responsibilities:

To be responsible for producing financial and business plans in line with the Board's agreed strategy and templates.

To be responsible for the financial management processes at Impact Arts, including managing the external audit, monthly management and cashflow/ liquidity reports, preparation of vat returns (under partial exemption) and preparation of annual accounts.

To lead and manage the central Finance & HR teams, setting standards and targets and inspiring and motivating them to meet these.

Reporting to and attendance at quarterly Finance Committee and Board meetings



Prepare, robust monthly management information on budgets and expenditure to assist Programme Managers, in monitoring project financial health.

Producing and overseeing the timely collation of financial reports for a wide range of funders.

Managing the external audit

To be accountable for the effective delivery of Finance services and controls to the rest of the organisation

Support the Director in managing the company Risk Register.

As a member of the leadership team, strategic management of the organisation, supporting the Board, developing and maintaining key relationships and networks.

To carry out any other duties appropriate to the post in line with Impact Arts' needs.

To act as an ambassador for Impact Arts at events, meetings etc

To support and promote Impact Arts' Values

To participate in training, meetings and events as required.

Qualifications and Experience

Degree in a relevant discipline

Professional financial qualification essential with knowledge of SORP

Minimum 5 years experience in financial management

Minimum 3 years experience in leading and managing a staff team

Highly experienced in developing and maintaining financial systems

Highly experienced in preparing and overseeing project budgets and accounts, using Xero software

Technical Skills and Knowledge

Knowledge of financial management and the statutory requirements for company accounts

Knowledge of legal and regulatory requirements for charities

Understanding of payroll processes

Excellent project management and leadership skills



Excellent interpersonal, organisational and planning skills

Proven and advanced IT skills including MS Excel, Word, PowerPoint and Outlook as well as strong skills with Xero are essential

Personal Skills and Qualities

Ability to lead a team effectively and motivate others

Strong positive attitude and an ability to find creative and flexible solutions

Resilience when faced with a high workload, deadlines or changing situations

Good time management and ability to meet deadlines

Ability to prioritise and delegate tasks

Self motivated and able to act on own initiative, solving problems

Approachable and empathetic, able to act as ambassador for Impact Arts, at ease with people from a wide variety of backgrounds

Disclosure Scotland - Successful candidates will be required to undergo a Basic Disclosure check

To apply:

If you wish to have an informal chat about the role, please contact Mairi McLaren, Head of Finance & Operations on 0141 575 3001 or mmclaren@impactarts.co.uk

Please visit www.impactarts.co.uk to download an application form.

All completed applications should be sent to jobs@impactarts.co.uk by 12 noon on Monday 16th September 2019.