

**JOB TITLE:** FINANCE & OPERATIONS MANAGER

**HOURS:** 30 HRS PER WEEK (0.75 FTE)

**LOCATION:** STRATHEARN ARTS, CRIEFF

**SALARY:** £28,000 PER ANNUM (PRO RATA)

## **STRATHEARN ARTS**

Strathearn Arts (SA) was established as a registered Scottish charity in 2013 to promote and advance the arts, culture and heritage to residents of, and visitors to, the Crieff and Strathearn area. The Board of Trustees, Members and Volunteers work together in partnership to develop and host recreational, educational and cultural activities and encourage the community to participate in and develop activities in pursuit of these aims.

## **ORGANISATIONAL STRUCTURE**

Strathearn Arts is overseen by a Board of Trustees responsible for governance and for ensuring the goals of the charity are being met. Strathearn Arts Director oversees all aspects of the organisation's strategic and operational activities which are delivered by a team of staff supported by our loyal team of volunteers.

## **JOB DESCRIPTION**

A key member of the management team of Strathearn Arts, reporting to the Director, the Finance & Operations Manager will oversee the charity's day-to-day office, administration, and financial management and will play a pivotal role in supporting the efficient running of our growing organisation.

### **Responsibilities:**

#### ***Financial***

- Managing accounts receivable and payable including invoicing and debt management.
- Preparation of financial reports for management information and accounting purposes
- Support the Treasurer in the preparation of audited accounts including OSCR submissions and annual reports
- Forecasting, including the preparation of and reporting on budgets
- Banking and payments including coordinating external payroll services
- Input into applications to, and reports for, funders
- Responsibility for tax and other HMRC-related matters (e.g. Gift Aid)

#### ***Compliance***

- Ensure compliance with Companies House and Charity Commissioners' requirements including timely submission of Annual Returns
- Ensure that the charity is compliant with current GDPR legislation
- Work with the Director and Board to ensure all of the charity's policies and procedures are complete, kept up to date and are appropriately filed

- Work with the Board Secretary to keep trustee records up to date
- Management, reporting for and renewal of licenses and permissions (e.g. music, entertainment, cinema licenses)
- Maintaining charitable exemptions (e.g. Rate relief, water, VAT relief)

### ***Facilities, HR and Operations***

- Oversee the safety, security and upkeep of the charity's facilities
- Responsible for maintaining building cleanliness, health and safety and fire safety standards, ensuring the building is compliant with all necessary health and safety, environmental health and fire safety regulations.
- Responsibility for IT systems (Outlook, Office 365 and Sharepoint and point of sale/stock management system) including management of external IT support team.
- Manage supplier and service contracts, including communications and utilities, cleaning, etc, ensuring all the charity's equipment is regularly serviced and appropriately maintained
- Manage HR processes including coordination of payroll, keeping personnel records up to date and managing leave and absence records
- Update and maintain our central filing systems
- Responsible for purchasing including office and stationary supplies, bar-stock etc and management of purchasing procedures, delegated authorities and controls
- Management of landlord/tenant relations

### **Requirements:**

- Minimum three years' experience of book-keeping and financial management including experience of working with computerised accounting software (FreeAgent, Quickbooks or similar).
- Experience managing finances of a similar charitable organisation ideally in the arts sector including preparing management information, annual reports
- Knowledge of charity regulation and governance.
- Professional qualification in business administration, book-keeping or accounting and/or qualifications (e.g. AAT, ACCA) or qualified through extensive experience.
- Highly competent in Microsoft Office (Excel, Word, PowerPoint etc).
- Good IT literacy. Able to maintain computer systems/networks and troubleshoot IT issues.
- Project management skills and the ability to complete tasks to set deadlines.
- Meticulous and able to give attention to detail.
- Good written and verbal communication skills.
- Good with people and a team player.