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**Finance Manager**

**Application Pack**

**Closing date for applications:**

**Monday 27 May, 2024**

Dear Applicant,

Thank you for your interest in Art Reach and the above position.

We are proud to be part of a charity which makes a difference and very much hope you will consider applying to work with us.

We are an inclusive organisation, from our trustees and team members to our audience and participants. We treat all job applicants equally, regardless of class, age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sexual orientation or any other equality characteristic. We particularly encourage applications from individuals who are underrepresented in the cultural sector.

The Application Form and Equality Monitoring form can be downloaded at the following links:

Cover Application Form: www.artreach.org.uk/latest/finance-manager

Equality Monitoring Form: <https://www.surveymonkey.com/r/3PR3FNX>

The above should be submitted with your CV, and a maximum two-page letter outlining your interest in applying for the job, and how you meet the person specification.

Your completed application should be sent to hello@artreach.org.uk or by postto

Art Reach

LCB Depot

31 Rutland Street

Leicester

LE1 1RE

By 11.59pm **Monday 27 May 2024**

Please note the Personal Details and Diversity Monitoring forms will be removed from your application before shortlisting and will be used for statistical monitoring purposes only.

The closing date for receipt of this application is **Monday 27 May 2024.** Interviews are planned to be online for the **week of 3 June.** Please let us know if you require any reasonable adjustments at interview.

Should you require any further information please contact [hello@artreach.org.uk](mailto:hello@artreach.org.uk) or telephone 0116 261 6882

We look forward to hearing from you, and good luck with your application.



**Welcome to Art Reach**

Art Reach is an arts and cultural charity with big ambitions. We are a diverse-led organisation, based in Leicester, developing and delivering arts and cultural programmes with partners and through collaboration in Leicester and across the UK.

Our mission is: Connecting Cultures through Extraordinary Art:

* We commission bold, ambitious art and festivals that bring people together, delivering activities and authentic experiences that unify art, audiences and cultures.
* We empower a range of artistic voices that excite and surprise with fresh energy and new ideas. Together we explore complex pasts, reshape the present, and imagine new futures. We celebrate the power of sanctuary, unleash expression, and tell extraordinary stories.
* Our programmes focus on presenting world class work that is rooted in the human experience, transforms outdoor spaces, and is impactful, inclusive and inspiring to local and international audiences.
* We are a values driven organisation committed to increasing understanding of current social issues (eg. migration/sanctuary seeking) in a way that encourages compassion in our communities

**Why we do it**

We believe that art brings people together. It entertains and moves us, challenges and educates us, together. We believe that shared experience of art starts conversations and helps us to understand one another better.

We know that our work can ignite imaginations and help people and communities to find their place in our cultural and creative landscape. That great art can enable us to share lives, stories and entertainment

**What we do**

Art Reach delivers exceptional high quality innovative arts programmes across the UK and Europe: we pioneer new ways of working that stretch artistic boundaries, provide opportunities for sanctuary seeking artists and communities; and encourage new ways for audiences to engage with our work. Alongside our cultural programmes, we support our work through earned income via our consultancy arm: raising over £2million since 2018 for clients and Art Reach. From 2023, most of our programmes will be delivered outdoors, bringing the streets of Leicester to life.

**We value brave voices and amplify them.**

**Our programmes**

Journeys Festival International has been in existence for over 10-years. The festival explores the sanctuary seeker experience through great art with an international festival ranging from epic spectacular events to intimate experiences where audiences and artists meet. At the core of the programme is work commissioned from sanctuary seeker artists or developed with sanctuary seeking communities. JFI encourages a more humanitarian approach to develop understanding of the plight of those who seek sanctuary. The next edition of JFI will take place in October 2024 in Leicester.

Re/action is a predominantly outdoor festival that takes place in Leicester that focuses on how we can make changes that will add up to making a big difference for the future of our planet. The festival commissions new artwork or performances that address the climate emergency that we face, showcases local, ethical traders and food, shares skills and offers workshops in repurposing/reusing. The festival builds on our Liberty Changemakers programme, where young people will be key to the festival: as drivers activists and producers. The next edition of re/action will be in July 2025.

Platforma is an arts & refugee network which supports & develops arts & culture by about & with refugees & migrants, led by Counterpoints Arts. The festival runs every 2 years in a different part of the UK (2023-Bristol & South West). We will collaborate with Counterpoints to co-commission new work exploring themes related to climate justice & displacement to be showcased at JFI & Platforma, working with UK wide sanctuary seeking communities& organisations; coming together to continue & deepen our work with sanctuary seeking communities, & learn from each other. The festival is biannual in October.

Art Reach Consultancy Services has a wide portfolio of clients spanning the arts and heritage sector based across the country and works extensively on creative and cultural programmes of work across the UK. The significant creative role that Art Reach has, alongside its extensive cultural networks, enables its unique perspective and approach to delivering its consultancy services. As a specialist consultant, Art Reach also has a successful track record of consultancy projects involving strategic visioning, business planning, governance and fundraising, Art Reach has driven and supported the development of many successful Strategic Plans, Cultural Strategies and Fundraising Strategies for a range of arts organisations, large and small.

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**Our impact**

Since becoming an NPO in 2018, Art Reach has delivered Night of Festivals/Liberty UK (15 editions and 7 locations since 2010), Journeys Festival International (JFI) (3 years in 3 citiesand digital edition (2020) and Liberty EU (co funded by Creative Europe) in partnership with 12 organisations in 10 countries across Europe. Art Reach has commissioned/co-commissioned work from over 220 artists, with 60% of these artists from sanctuary seeking backgrounds, and 64% aged under 35–a significant investment in artists who are underrepresented in the sector. We have commissioned new works from 45+ artists per year and reached audiences of 180,000 per year.

**Equality of opportunity at Art Reach**

Art Reach continuously strives to be an equal opportunities organisation and is committed to ensure equality of opportunity in all areas of its work. Embedded within the company, Art Reach has the commitment to encourage, value and manage diversity and ensure that no person receives less favourable treatment.

We welcome people regardless of class, age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sexual orientation or any other equality characteristic to apply. We particularly encourage applications from individuals who are underrepresented in the cultural sector.

We make appointments based solely on ability to fulfil the duties of the post - we have systems in place to ensure that no person is unfairly discriminated against in our recruitment and selection process. This includes anonymising applications, to remove all personal details, ahead of shortlisting.

If you require any reasonable adjustments to participate in the recruitment process or perform the job successfully, please let us know, and we will work with you to provide the necessary support.

**We value vibrant change and create it.**

**The Role: Finance Manager**

**Job description**

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| --- | --- |
| **Job title** | Finance Manager |
| **Location** | Leicester/hybrid |
| **Working hours** | 7.5 hours a week (0.2 FTE) |
| **Salary** | £32,000 - £36,000 pro rata, dependent on experience |
| **Reports to** | Executive Director |
| **Responsible for**  **Holidays** | No line management responsibilities  25 days annual leave + bank holidays (pro rata) |
| **Purpose** | Contributing to bookkeeping, accounting and financial systems of Art Reach |

We currently operate a hybrid/flexible working policy. This role will be mostly remote with an expectation of occasional visits to the office as agreed with the Line Manager and in line with work priorities.

The post is offered on a part-time basis (1 day a week) although alternative employment terms (e.g. freelance) will be considered, with terms adapted accordingly.

**Principal Duties and Responsibilities**

Please note these are designed to give you an overall view of the role and this is not a definitive list.

* Responsible for implementing all finance procedures and systems (with clear audit trail) for optimum financial management and efficiency
* Responsible for ensuring finance controls are adhered to
* Responsible for inducting other members of staff in financial processes and controls relevant to their roles
* Ensuring compliance for financial systems for petty cash, Purchase Orders, credit card use, invoicing and record keeping are appropriate and effectively implemented
* Supporting the reconciliation of Xero to the bank, reconciling petty cash, and company credit card payments, and control accounts as required
* Producing Xero month end reports, e.g. Profit and Loss and Balance Sheet and other financial reporting as required by the Board or Senior Management Team
* Supporting the monthly budget and cashflow report for management reporting
* Preparing and uploading quarterly VAT returns
* Preparation of monthly payroll for external payroll agency and managing HMRC returns (monthly and annual)
* Coordinating the preparation of year-end accounts and supporting material to facilitate independent audit/review and submission of accounts to Companies House and the Charity Commission

**Person Specification**

Knowledge

* Knowledge of effective and robust financial systems
* Competent and confident in using Microsoft Office
* Knowledge of Xero Accounting

Skills and abilities

* Excellent financial management and financial planning skills
* Ability to work independently to tackle problems creatively and think laterally
* Ability to work effectively under pressure and meeting challenging deadlines
* Ability to maintain strict confidentiality

Experience

* A minimum of three years’ experience in a financial management role
* Experience of managing budgets, VAT returns, end of year accounts and cashflow projections
* Experience of producing and presenting management accounts to Boards, Directors or other committees
* Experience of operating financial systems with integrity and accuracy
* Experience of using Xero Accounting and other finance systems
* Experience of bookkeeping
* Experience of managing in-house payroll scheme (desirable)

Special conditions

* A professional qualification in finance, CCAB or equivalent qualification
* Knowledge of Charities SORP

**How to apply:**

**Before applying, please ensure you have read the Background Information, Job Description and Person Specification.**

To apply, please send the following documents to Lynn Simmonds, Executive Director, on [hello@artreach.org.uk](mailto:hello@artreach.org.uk) :

1. A Cover Application Form >> Download here
2. Your CV
3. Maximum two-page letter outlining your interest in applying for the job, and how you meet the person specification
4. Online Equal Opportunities monitoring form <https://www.surveymonkey.com/r/3PR3FNX> This is submitted separately to your application and will be used for statistical monitoring purposes only.

We are happy to accept applications in alternative formats from applicants who, for reasons of disability, may find it difficult to fill in our standard form.

Alternative formats

Please return:

1. Written word document or video/audio answers to the Application Questions
2. Written word document or video/audio answers to the Equal Opportunities form

Please let us know if you require information in an alternative format.

Applications deadline: **11.59 pm Monday 27 May 2024**

Interviews: **week of 3 June 2024**

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. The data collected through the Equal Opportunities Survey will be anonymised and aggregated for monitoring purposes.

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