

Connecting
cultures through
extraordinary art



Art Reach

Finance Manager Application Pack

Closing date for applications:
Monday 31 October, 2022

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.co.uk/r/GMEqualOps>

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 post to

Art Reach

LCB Depot

31 Rutland Street

Leicester

LE1 1RE

by **5pm, Monday 31 October**

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 **5pm, Monday 31 October 2022**. Interviews are planned for **Monday 7 November**.

Should you require any further information please contact 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 & cultural charity with big ambitions. We are a diverse led organisation, based in Leicester, developing & delivering arts & cultural programmes with partners & through collaboration in Leicester and across the UK.

Our mission is: **Connecting Cultures through Extraordinary Art:**

- We commission bold, ambitious art & festivals that bring people together, delivering activities & authentic experiences that unify art, audiences and cultures.
- We empower a range of artistic voices that excite & surprise with fresh energy and new ideas. Together we explore complex pasts, reshape the present, & 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 & 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 & 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 builds on the festival's 10-year history, growing our work exploring sanctuary seeker experience through great art with an international festival ranging from epic spectacular events to intimate experiences where audiences & artists meet. At the core of the programme is work commissioned from sanctuary seeker artists or developed with sanctuary seeking communities. JFI will encourage a more humanitarian approach to develop understanding of the plight of those who seek sanctuary.

From 2023, JFI will be extended to prioritise commissioning work from underrepresented voices, with a particular focus on Global Majority, disabled & female artists. Our aim is to have a festival programme which is gender identity balanced & at least 45% Global Majority artists. The festival will take place over 3 days in summer annually in Leicester.

Future Festival (working title) will be a new 2-day Art Reach festival, continuing our specialism in addressing contemporary issues, & building on key themes from Liberty festival. Sanctuary seeking communities across the world tell stories of reusing & making do & our communities of refugees & asylum seekers will be indispensable to our new festival. The festival will be centred on art/artists unique position as inspirers to action who encourage change.

The festival will commission new artwork which addresses the climate emergency, showcase local, ethical traders & food, share skills, offer workshops in repurposing/reusing, & celebrate Leicester's diversity. The festival will focus on how we can make changes which add up to a big difference for the future of our planet. Building on our Liberty Changemakers programme, young people will be key to the festival: as drivers activists & producers. The festival will take place annually in Leicester with new collaborations and partnerships from Leicester, UK and Europe.

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.

Liberty EU Strategic Partnership Programme (concludes in early 2023) brings together 12 cultural partners from 10 European countries to explore and celebrate freedom and liberty. Liberty has provided opportunities for new collaborative works and commissions between UK and international artists to be realised at our events and in festivals in the UK and in Europe. Liberty has expanded our networks across Europe and it has broadened the scope of our Journeys programme and other associated events to include more international perspectives on the things that matter considerably to our audience, eg. shaping identities, the environment and the Refugee crisis.

We value cultural growth and deliver it.

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, ArtReach also has a successful track record of consultancy projects involving strategic visioning, business planning, governance and fundraising, ArtReach 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. This support also extends to supporting Creative People and Places programmes to set up partnership arrangements as well as other city/town-wide strategic arts partnerships.

Our impact

Since becoming an NPO in 2018, Art Reach has delivered Night of Festivals/Liberty UK (15 editions & 7 locations since 2010), Journeys Festival International (JFI) (3 years in 3 cities& 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, & 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 value vibrant change and create it.

The Role: Finance Manager

Job description

Job title	Finance Manager
Location	Leicester/hybrid
Working hours	15 hours a week
Salary	£32,000 - £36,600 dependent on experience (pro rata)
Reports to	Executive Director & Art Reach Finance Committee
Responsible for	No line management responsibilities
Holidays	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 with 50% of hours in our Leicester based office, and 50% working from home.

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

Finance Manager

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.

Main Duties

- Leading all finance procedures and systems (with clear audit trail) for optimum control and efficiency and ensuring staff are inducted and informed about processes in place.
- 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 Sage to the bank, reconciling petty cash, and company credit card payments, and control accounts as required
- Producing Sage 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 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 Sage Accounting Software

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 Sage Accounting and other finance systems
- Experience of bookkeeping

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 Lorna Fulton, Creative Director, on hello@artreach.org.uk :

1. A Cover Application Form >> www.artreach.org.uk/latest-finance-manager
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.co.uk/r/GMEqualOps> 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.

Closing date for applications: **5pm, 31 October 2022**

Interviews: **07 November 2022**

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