**Trinity Community Arts**

**Finance & Office Manager**

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| Contract type: | Permanent |
| Job Title: | Finance & Office Manager |
| Responsible to: | CEO |
| Team: | Leadership Team |
| Hours: | 22.5hr (3 days pw) - days flexible |
| Rate of Pay: | £36,922 to £40,876 pa, pro-rata (£22,153 to £24,526 based on 22.5hr pw) |
| Pay scale/band: | NJC payscale SCP33 to SCP3, depending on experience |
| Annual Leave: | The holiday year runs from April to March. Full-time employees of Trinity are entitled to 21 days paid annual leave plus bank holidays, based on 37.5hrs/5-day working week. Entitlement will be calculated on a proportional basis in accordance with your hours and duration of contract. |

**About Trinity**

Trinity is recognised internationally and celebrated as one of Bristol’s most iconic music venues. Attracted by our reputation and musical heritage, Trinity receives some of the biggest names touring the UK - delivering an award-winning programme of live music, club nights and theatre.

In 2019/20 Trinity worked with over 200 cross-sector partners to deliver a programme of contemporary, participatory, socially engaged arts, engaging 60,000+ people across over 1,000 events and cultural experiences.

Now, as the world continues to unlock post pandemic and there is renewed optimism for live arts, Trinity’s role as a trusted community arts space, which welcomes and accepts everyone, has never been more critical.

As part of the Senior Management Team, The Finance & Office Manager will play central role – overseeing the financial functions of the organisation, whilst providing direction and oversight to ensure we have appropriate systems and processes in place - helping Trinity to navigate the months ahead and realise our Vision: Creative Expression for All. Because art is a powerful tool to educate, improve well-being, empower communities and effect change.

**Specific duties**

***Financial Management***

1. Accountable to the Board of Trustees for the financial management of the charity and trading subsidiary, whilst assisting the CEO to provide oversight of financial systems and data, specifically:

* Prepare financial statements including quarterly Management Accounts, cash flow forecasting and finance reporting to the Finance Sub-Group, Board of Trustees and Leadership Team
* Provide information for annual audit and support auditor to produce SORP compliant annual accounts

2. Oversee Finance Officer to undertake general finance and bookkeeping duties in line with policies, procedures and law. Specifically:

* Process payments and inter-company transactions, recharge journals, payroll and reconciling accounts at month end
* Fulfil statutory requirements e.g. HMRC tax returns, corporation tax, Charity Commission reporting and PAYE/NI contributions
* Work with wider team to ensure good financial monitoring and record keeping (using QuickBooks - training will be provided), in accordance with agreed policies and procedures
* Periodic review of essential services e.g. insurance, utilities

3. Work with the Finance Sub-Group to:

* Develop budgets, including restricted project budgets, management and analysis
* Review and improve financial systems, accounting processes and procedures, producing/updating documentation as required
* Analyse financial performance to assist with strategic planning and decision-making e.g. analysis for cost-benefit, return on investment, demonstrate best value

***Operations Management***

4. Accountable for the fulfilment of HR duties across the organisation in accordance with relevant policies and procedures. Specifically:

* Develop and manage HR systems and processes incl employee recruitment process, leave, appraisals, training and professional development
* Oversee Finance Officer to conduct relevant checks incl DBS

5. Oversee Facilities Coordinator to undertake day-to-day operations duties of the Trinity site, ensuring compliance with laws and regulations. Specifically:

* Schedule and supervise facilities contractors incl repairs, maintenance, Fire Safety, cleaning, parking and general site management
* Implement risk management and internal staff training in areas incl First Aid, H&S and Fire Safety, ensuring any risks/incidents are logged with mitigating actions taken
* Maintain office and ICT functions to ensure smooth running of business functions
* Procure ICT hardware, H&S consumables, cleaning supplies and other site resources as required and in line with agreed budget

***Leadership & Governance***

6. Fulfil the role of Company Secretary, ensuring compliance with statutory requirements and relevant legislation

7. Line manage Facilities Coordinator and Finance Officer and oversee other relevant staff and contractors (e.g. external Auditor) as may be required

8. Contribute to the Leadership Team as an active member, supporting with business planning, strategic and organisational development, to ensure Trinity meets its aims and objectives

***Other***

* Uphold Trinity’s policies; maintain excellent financial controls and implement relevant policies and procedures across the organisation in relation to accountable areas
* Take part and/or taking an active role in any training that may be required

**Additional duties**

Any other duties as may be reasonably required

**PERSON SPECIFICATION**

**Qualifications**

* A qualification/accreditation in relevant field e.g. ACCA/CIMA, QBE/AAT Level 4, or equivalent work experience

**Experience**

* Experience in financial management (incl budgeting, financial analysis, monitoring and reporting) for businesses/charities of comparable scale (e.g.£1m+ budgets)
* Experience using QuickBooks (or similar accountancy software), excel and non-proprietary software - training will be provided where necessary
* Proficient in interpretation/presentation of financial information to non-finance stakeholders
* Knowledge of Charity Reporting and Accounting SORP FRS 102 and an understanding financial reporting requirements for charities
* Operational/HR managerial experience
* Line management experience

**Skills**

* Excellent leadership skills with the ability to develop and motivate others
* Excellent interpersonal and communication skills
* Transferable office ICT skills across a range of systems including HR & Finance systems and electronic diary management
* Excellent time-management skills and the ability work to meet deadlines

**Personal characteristics**

* Analytical with strong attention to detail
* Motivated by systems and processes
* A confident problem solver/trouble-shooter
* A commitment to the values and objectives of Trinity Community Arts

**Desirable**

* Experience working in a diverse community arts organisation/setting
* Experience using Customer Relationship Management (CRM) system

**DBS Check**

A basic check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

**How to Apply**

To apply please download and complete an application form and accompanying personal details

and equal opportunities forms and email to [info@trinitybristol.org.uk](mailto:admin@trinitybristol.org.uk) with Finance & Office Manager in the title. Please note we do not accept CV applications.

**If you have any access needs, require the application pack in a different format, or need to submit your application in a different format, please contact us** [**info@trinitybristol.org.uk**](mailto:info@trinitybristol.org.uk) **/ 0117 935 1200**

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| **Deadline: 9am, Wednesday 3rd November 2021**  **Interviews: Monday 8th November 2021** |

**Trinity Recruitment Policy**

*Equal Opportunities*

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class,

A commitment to equality of opportunity is a necessary qualification for any job at Trinity.

*Safeguarding*

A Basic or Enhanced DBS (formerly CRB) check may be required for some posts, in line with our Safeguarding Policy.

*Ex-Offenders*

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded, where this does not conflict with our Safeguarding Policy.

*Application Assessment*

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we can remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the Application Form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

*Feedback*

We will notify all candidates who have not been short-listed for interview. Due to the level of applications, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage. Please contact [info@trinitybristol.org.uk](mailto:admin@trinitybristol.org.uk) / 0117 935 1200 for further information about this post or our Recruitment Policy.