

<b>Post</b>	Finance Director
<b>Reporting to</b>	Chief Operations Officer (COO)
<b>Dated</b>	July 2020
<b>Salary Range</b>	£45,000 – £50,000 pro rata, depending on experience
<b>Status</b>	3 days/week, permanent
<b>Purpose of the role</b>	
<p>Working closely with the COO and the broader senior management team, you will form part of the leadership team, and support Firstsite's business planning and lead on its financial strategy. You will lead on all financial and treasury arrangements and support the COO with key contractual arrangements and governance. You will be responsible for the effective and efficient operation of the finance team and the finances of Firstsite, ensuring a proactive financial support service across all aspects of the organisation.</p> <p>You will be primarily responsible for maintaining and reviewing the budget to support the delivery of our strategic and operational aims. You will support the COO and Senior Management team in producing strategic financial plans. You will have excellent analytical skills and be proficient in communicating financial data to a broad range of stakeholders. Close monitoring and proactive support of income generation performance across commercial activity including hires, cinema, retail, café, restaurant and our incubator space at 15 Queen Street. Working with the Programme team to ensure programme and educational project budgets are adhered to and achievement against targets are reported on a timely basis. Support with financial information and budgets for Trusts &amp; Foundations applications.</p> <p>You will ensure that all statutory obligations are met, that all accounting and finance activities are fulfilled in accordance with established financial regulations, the Charities Commission regulations and good financial governance. You will work with Firstsite's external auditors to ensure the accurate and timely reporting of statutory financial accounts.</p> <p>You will ensure that the preparation and production of management accounts are accurate and timely.</p>	

Provide wider strategic and operational financial reporting to ensure effective communication and collaboration on key financial matters to inform decision making. Reporting to the Finance & Enterprise Committee and Board of trustees on all operational and strategic financial matters.

Preparing cash flow forecasts and accurate cash flow management ensuring that Firstsite operates within its banking arrangements. Ensuring that key funding payment requirements are met to deadlines and payments received in time for a smooth cash flow.

Working with the COO to develop existing and new commercial income streams and reporting on their financial performance.

Oversight of the payroll operationally to ensure accuracy and timely payment to staff and reporting to third parties. Ensuring compliance with requirements of HMRC, pension provider and legislative changes to payroll processing.

Oversight of quarterly VAT returns to ensure accuracy and timely payment/refund as appropriate.

Supporting the Director and COO with reporting and compliance requirements from core funders, such as Arts Council England, Colchester Borough Council and Essex County Council.

In addition to knowledge of charity accounting, you will have experience of successfully leading a highly motivated, high achieving finance and/or commercial team.

You will understand the importance of building good relationships with non-finance managers and how to communicate effectively at all levels.

You will also know when to roll up your sleeves and focus on detail. You will be able to solve complex accounting and system issues, your ethos will be one of continual improvement and, when making changes, you will take others with you. You will thrive in a role that is challenging and varied, and you are able to prioritise effectively.

With a primary focus on ensuring all financial management is effective and given strategic importance, you will take the lead on developing new systems and processes, and will support the organisation in dealing with new developments and activities.

With drive and determination to succeed, you will have a real opportunity to shape the long-term future of Firstsite.

The post holder will possess the technical, commercial and communication skills to succeed in the role. You will be a real team player that can inspire and lead their function to do their absolute best.

You will be a forward thinking, motivated, resourceful and effective leader with a track record of achievement to build on our recent successes.

## Our Culture

### **Vision: Firstsite is for Everyone.**

We show a diverse mix of historic, modern and contemporary art from around the world, for everyone, every day.

### **Mission: Creative Together**

We disrupt the way we and our visitors experience the world, we provide new creative opportunities and we promote imaginative responses to contemporary issues. We are inclusive, unconventional and fun.

### **Values:**

**Inclusion:** equality of access and opportunity combined with best practice to help engage with our audiences, artists, hard-to-reach groups, partners, suppliers and staff.

**Quality:** the use of analytics to help us continuously improve customer experience and how we work and make decisions, to ensure we make measureable impacts.

**Innovation:** working collaboratively with our stakeholders, partners and funders to ensure we are continuously looking for better ways of working and achieving higher returns on investment.

**Professionalism:** adopting best practice in all that we do to ensure that we are well governed, well managed and seen as an effective asset for the communities we serve.

## Knowledge, Experience & Skills required

The successful individual will demonstrate:

- Extensive financial expertise and business acumen
- Experience of charitable organisations reporting and accounting requirements
- Ability to control the finances of Firstsite and to ensure effective controls within the organisation
- Experience in a leadership role, preferably at Director or Senior Manager level, motivating a high achieving team
- Management experience including managing non-financial teams
- Ability to build effective relationships with non-finance managers and communicate effectively at all levels
- Financial strategy development experience
- Extensive experience of planning, budgeting and development of management reporting
- Excellent written and verbal communication skills, including presentation
- Excellent organisational skills and attention to detail
- Strong research, analytical, recording and reporting skills
- Good project management skills
- Problem solving
- IT skills
- Ability to prioritise a varied workload as part of a busy organisation
- Ability to adapt quickly to new challenges and ability to focus on continual improvement
- Professional and pragmatic
- Drive and determination
- Integrity and commitment.

Ideally you will be a fully qualified in, or working towards completion of, ACA/CIMA/ACCA.

## Tasks and Outputs

- Overseeing the swift and effective production and analysis of all financial and performance related reports including end of year accounts, monthly management accounts, audience development analysis, financial reporting to stakeholders and fulfilling all statutory obligations.
- Day by day monitoring, reporting and proactive improvement of the performance of Firstsite against all its core KPIs
- Reporting monthly and quarterly to the Finance and Enterprise Committee and quarterly to the Board of Trustees
- Careful management of the performance of all members of the Finance team
- Producing short and medium term budgets and business plans
- Responsible for budgetary oversight and monitoring of financial performance against budget
- Ensuring that financial budgets from restricted funds remain within budget and that funders requirements are adhered to
- Cash flow management
- Ensuring the effective use of resources across Firstsite
- Producing statutory financial statements in accordance with the prevailing accounting standards and charities SORP.
- Working with Firstsite's external auditors and ensuring a clean audit report, full and complete financial statements and tax returns.
- Ensuring all financial outputs are produced accurately, timely and in accordance with good governance to all stakeholders including HM Revenue & Customs, Companies House, Charities Commission, Arts Council England

- Ensuring maximisation of VAT claims and relevant tax reliefs
- Ensuring that the payroll is accurate, compliant and operates effectively.
- Ensuring good financial practice across Firstsite, proactively identifying improvement to process and practice
- Liaising with high-level stakeholders including Arts Council England, Essex County Council and Colchester Borough Council
- Interacting with Community Leaders, members of the public, artists and creative practitioners
- Occasional presentations and representing Firstsite at public forums.

## **General**

- To work in accordance with all Firstsite procedures (e.g. First Aid, Fire, Safeguarding) and attend training and meetings when required.
- To demonstrate an understanding of and commitment to the role that diversity and inclusion play in the activities of Firstsite.
- To undertake any other duties as required as part of the post.

The post-holders' team will include the Finance Officer and Finance Assistant.

Highly strategic and responsive, you will enjoy working across departments and feeding into high-level decision-making, within a continually changing and developing environment.

# Firstsite

In return for your hard work and dedication you'll enjoy a wide range of benefits including:

- 25 days annual leave plus bank holidays (increasing to 30 days after 5 years' service)
- Contributory pension scheme (conditions apply)
- Tailored training and development opportunities
- Staff discount on some purchases from the onsite café and shop