

<b>Post</b>	Director – Finance and Operations
<b>Reporting To</b>	Director
<b>Dated</b>	June 2019
<b>Salary Range</b>	£49,000 – £59,000 depending on experience
<b>Status</b>	Full-time, permanent contract

## PURPOSE OF ROLE

The Director of Finance & Operations is a pivotal appointment for Firstsite. Working closely with the Director, you will form part of the senior leadership team, and support the business planning and direction setting. You will lead on all governance, contractual, financial and commercial arrangements. You will be responsible for the Finance, IT, Facilities and HR functions on an on-going basis

In particular you will take a leading role in maintaining and reviewing the four-year financial model to support the delivery of our strategic aims and the compilation of the annual budget and regular forecasts – this will include a priority on ensuring the rapid improvement of our income generation performance across commercial activity including hires, cinema, retail, café, restaurant and our incubator space at 15 Queen Street.

You and your team will ensure that all statutory obligations are met, that all accounting and finance activities are fulfilled, including the preparation of consolidated annual accounts and tax compliance. You will oversee the swift production of management accounts and ensure effective communication of the key messages.

## ENVIRONMENT

### **Vision – First for Everyone**

Firstsite celebrates the diverse and radical people of East Anglia, empowering them to be creative together and lead healthier and happier lives, through our exceptional artistic and cultural activities, enjoyed by all in a fun and inclusive environment.

### **Mission – Creative Together**

Together with our partners we are improving all residents of East Anglia's wellbeing and life-chances with innovation, ingenuity and creativity.

### **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 measurable 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.

Firstsite is a company limited by guarantee with charitable status. The Board of Trustees are also Directors who meet regularly to manage the Charity's affairs.

Firstsite is an Arts Council England National Portfolio Organisation (NPO) and holds close relationships with Colchester Borough Council and Essex County Council who provide funding to enable Firstsite to carry out its charitable objectives.

Founded in 1994, Firstsite's original home was Colchester's 18th century Minories building where its innovative programme of exhibitions and professional development for artists began to grow and flourish. In 2011, it moved into its current iconic building where the spectacular space enables it to offer a varied and challenging programme of exhibitions, commissions, residencies and screenings, in a broad range of media and art forms, by nationally and internationally acclaimed artists.

Its ambition is to create an entity that grows and matures over years making a positive contribution to local people, business and the international contemporary art community.

## CHALLENGES FOR FIRSTSITE OVER NEXT 4 YEARS

The top 5 priorities for Firstsite over the next four years are:

1. Ensure the highest performance possible across all income generation activities including Commercial, Trusts & Foundations and Artistic Programme earned income.
2. Establish and maintain a high quality visitor experience that builds on our recent success in increasing footfall, generating a loyal audience who participate in our activities and willingly support us through donations and advocacy to others.
3. Continue to deliver an exceptionally high quality programme of artistic activities that is radical in both its partnership structure as well as in its

innovation in creating genuine artistic diversity

4. Contributing to the development of the surrounding area by supporting all new major regeneration initiatives with a spirit of collaboration and enterprise that further develops the character of the cultural quarter of Colchester
5. Lead and have oversight for the HR project to build an agile and high performing team that are equipped with the right skills, confidence and ideas to propel Firstsite into the future.

## CHALLENGES FOR THE ROLE OVER THE NEXT 12 MONTHS

1. Rapidly improve the performance of all Firstsite's commercial strands including corporate and community hires, membership, catering and drinks offer, auditorium and retail.
2. Support the Director in establishing a broad range of new supporters for Firstsite both from the public and private sector including developing corporate memberships schemes, sponsorship and individual donations.
3. Complete a comprehensive review of all digital systems (financial, operational, creative and communications) to understand how best to maximise new technology to significantly enhance the performance and professionalism of the Team and it's capabilities.
4. Implement a robust and light touch performance management and communication strategy across the entire Firstsite team, ensuring high levels of productivity, energy and commitment to Firstsite's vision and mission

## KNOWLEDGE, EXPERIENCE & SKILLS REQUIRED

The successful individual will be appropriately qualified and experienced and will demonstrate:

- Extensive financial expertise and business acumen
- Ability to control the finances of Firstsite and to ensure effective controls within the organisation
- Experience in leadership roles at Director or Senior Manager level
- Management experience including non-financial teams
- Strategy development experience
- Extensive experience of planning, budgeting and development of management reporting.

In addition to a professional qualification (ACA/CIMA/ACCA, MBA or similar professional qualification) and extensive 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.

## TASKS AND OUTPUTS

- Conducting a complete review of all Firstsite's digital systems, seeking to bring all systems together in a transparent and highly practical way that the full team can access on a daily basis
- Overseeing the procurement of an innovative and sustainable solution to Firstsite's restaurant
- Overseeing the swift and effective production and analysis of all financial and performance related reports including end of year accounts and monthly Management Accounts, audience development analysis, 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, learning and development of the Firstsite Team
- 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

The post-holders' team will include the Finance Officer, Finance Assistant, Operations Manager, Hospitality & Events Manager.

Highly strategic and responsive, you will enjoy working across departments and feeding into high-level decision-making.

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 learning and development opportunities

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, and we are also looking for a real team player that can inspire and lead their function to do their absolute best.

We are looking for a forward thinking, motivated, resourceful and effective leader with a track record of achievement to build on our recent successes.

## **DEADLINE**

The closing date is 9am, Friday 5<sup>th</sup> July 2019.

The first round of interviews will be held on Wednesday 17th July 2019.

The second round of interviews will be held on Tuesday 23 July 2019.