

# Finance Manager

## Job Pack

**Applications Open:** Monday 20th November 2023.

**Deadline for Applications:** (10am) Tuesday, 2nd January 2024 - applications will be reviewed on a rolling basis, and the post may be filled ahead of the deadline if we find a suitable applicant, so we advise applying early.

**Candidates notified of shortlisting:** Thursday, 4th January 2024.

**Interviews:** Wednesday, 17th January 2024, if the post has not already been filled - We will provide interview questions and a report-based task ahead of this date.

**Position:** Finance Manager

**Responsible to:** Head of Operations & Business

**Responsible for:** none at present, but liaising with external accountant

**Hours:** 20 hours per week, but we are open to discussions around more or less hours

**Salary:** £36,000 FTE pro rata - £18,000 actual

**Pension:** 3% Nest Pension after probation period

**Annual Leave:** 20 days , plus statutory bank holidays, pro rata

**Probation Period:** 3 months

**Contract:** Salaried, PAYE

**Location:** At St Anne's House or Hybrid

**Organisation:** Bricks (No: 1183118) & Bricks Trading Limited (No: 12359038)

## **The Opportunity**

We are looking for someone to join Bricks as a key member of our team, heading up our in-house finance function. This role may suit you if you have been working as part of a team in a larger organisation and are looking to establish yourself in a more senior role in a smaller organisation, or if you have experience leading a small team. You may not necessarily have worked in an arts organisation before, but some charity experience is an advantage. We realise that people with the skills and experience we need are in high demand at the moment, so we are open to hearing from candidates who prefer to work remotely, although we are looking for a high level of responsiveness. We are also open to conversations about flexible working arrangements and reasonable adjustments that we can put in place to make this role agreeable to a wide range of applicants.

## **St Anne's House**

Bricks is a Bristol based social enterprise that works with local communities and creative communities to programme collaborative activities and secure the spaces our communities need to thrive in the long term.

Our flagship project St Anne's House is a creative community hub grown from the ambitions of the communities of St Anne's and the creative communities of the West of England. This includes social prescribing rooms in partnership with the local doctors surgery, massage, play therapists, a mushroom farm, artist studios, artist collectives, a theatre R&D space, a cooperatively-run gym, a print collective, music label, community spaces for hire and a community/artist led public programme.

Two years into our occupancy of St Anne's House the project has gone from strength to strength and we are now looking for a Finance Manager to help

stabilise the growth we have gone through and set us up for a resilient and impactful future.

Future areas of development include a community cafe, and capital works to the building, as well as further growth of our room hire and co-working income streams.

## **Bricks Public Art & Creative Infrastructure Agency**

Bricks Public Art partners with communities in the West of England to write and deliver programmes of creativity in connection to new developments. This can include permanent artworks, engagement programmes, transient works and performance. It also includes our work as creative infrastructure consultants supporting the creation of new places to produce and experience creativity and community.

### **Main purpose of the job:**

Bricks CIO and Bricks Trading Limited are recruiting a Finance Manager to maintain oversight of our financial systems, compliance, reporting and strategy across both organisations, ensuring that the Management team and Board of Trustees have the information they need to successfully grow the organisation.

The main purpose of the role is to ensure the effective and efficient running of Bricks CIO and Bricks Trading Limited's finance function, including strategic financial planning, budget management, payroll, reporting and compliance.

## **Responsibilities:**

### **General**

- Provide a strategic overview of finances for both organisations and all activities, ensuring that accurate and timely financial reports, data and analysis are produced
- Work with the Management Team to align financial planning with fundraising and trading targets
- Oversee processes and systems, keeping up to date with charity accounting practice and regulations
- Contribute to the development of effective financial policies and procedures

### **Accounting**

- Maintain accurate financial records on Xero, including sales and purchase invoices, reconciling bank payments and receipts
- Oversee the invoice approval process
- Review and manage debtors and creditors
- Process expenses and petty cash
- Produce monthly payment run for both organisations
- Post and reconcile accruals and prepayments
- Maintain the register of fixed assets and calculate depreciation
- Perform quarterly VAT return, with partial exemption, filing with HMRC within given deadline

### **Reporting**

- Produce reports for the Finance Subcommittee & attend quarterly meetings which may be outside office hours
- Produce monthly Management Accounts, balance sheet and variance

reports across all activities

- Produce financial reports for grant funders
- Maintain 3 year budget forecast with quarterly review and update
- Produce a 12 month cash flow forecast with quarterly review and update

### **Fundraising**

- Support Bricks CIO's fundraising by providing accurate and timely information during the application process, helping to shape budgets for funded projects
- Support budget holders to report on their spending to funders at the close of funded projects

### **Budgeting**

- Support budget holders to plan and deliver funded projects within budget, ensuring budget holders provide regular updates, and support staff with training on processes when needed

### **Payroll**

- Manage weekly & monthly payroll and post analysis journal
- Make payments to HMRC in respect of payroll deductions
- Maintain NEST pension records and make payments
- Manage leavers, starters, SMP, holiday pay etc

### **Annual audit**

- Manage the annual audit process with external auditors
- Liaise with external accountants to file Companies House and Charities Commission returns

## Person Specification:

### Essential

- A high level of proficiency on Xero, including payroll features and building bespoke reports
- Experience of working with both charities and traditional businesses across a range of income streams and activities.
- A good understanding of grant funders' monitoring and reporting expectations

### Desirable

- An AAT Accounting level 3, or other relevant qualification
- A local connection to St Anne's and the surrounding area, or good knowledge of local networks

### How to apply

#### Pre application

If you require this job description in another format please contact us.

To ask questions pre application please email [hr@bricksbristol.org](mailto:hr@bricksbristol.org) or call Head of Operations & Business, Anna, on 07709 264201

FAQs will be listed on this live document

<https://docs.google.com/document/d/1SjXVzVeJvdiXVnz-fawOMdIncVFeeg5o6x71Sze5iXA/edit?usp=sharing>

### Application

Apply by email to [hr@bricksbristol.org](mailto:hr@bricksbristol.org) with one PDF that contains:

- Cover letter setting out your suitability for the role and relevant experience.
- Your CV
- Your availability for a start date

You can use video/audio as part of your application in place of a cover letter, which can be up to 5 minutes long.

**Please also fill in the monitoring form:**

<https://docs.google.com/forms/d/e/1FAIpQLSeZIQ9e-lhxTlrzpN3ajbcatoDEgh0qTVYn7ZvCt3kGNB9stg/viewform>

[This is anonymous and kept separate from your application]

Bricks strives to promote equality and diversity at all levels of our team. We are committed to equality of opportunity, to being fair and inclusive in our ways of working, and to being a place where all belong. We therefore particularly encourage applications from you if you are from a background that is underrepresented in the sector, for example if you are from a community that experiences racism or you are a disabled person (as defined by the Equalities Act 2010), you did not go to University or had free school meals as a child.

We believe our work will be stronger with greater diversity and want to welcome the whole person to work. Our staff are not appointed to represent specific groups or organisations, but to represent themselves and their own experiences and perspectives.

**We welcome feedback on how we can improve our recruitment processes.**