

Babylon ARTS

Job Description & Person Specification

Finance Manager

Context

[Babylon ARTS](#), (operated by Arts Development East Cambridgeshire) is a charity committed to inspiring, developing and delivering quality arts events and activities to engage communities in Ely and West Anglia. We were established over 26 years ago and operate from our micro arts venue, the Babylon Gallery, situated on the riverside in Ely where we hold art exhibitions and live events. We also run the Babylon Cinema at The Maltings. We deliver arts projects across East Cambridgeshire and beyond and work with many local organisations and libraries to bring quality creative projects into communities. We're also the lead partner organisation for the Creative People and Places ([CPP](#)) [MarketPlace](#) project.

Our values. We are:

- **Resourceful:** we seek to develop new partnerships and create opportunities through our work to increase opportunities for arts and creativity to flourish.
- **Passionate:** We care deeply about the communities in which we work and will work fervently to showcase and develop engaging and exciting creative opportunities.
- **Curious:** we are interested in people's ideas and in new ways of working. We're open to trying new things and taking considered risks to reach new audiences. We're keen to invoke curiosity in the communities we work in.
- **Inclusive:** we value diversity, promote equality and provide a supportive environment for artists, audiences, partners and businesses to be creative in response to a variety of art forms, styles and genres.

Role Description

Job Title: Finance Manager

FT/PT: Part-time. Two days per week - we're open to discussing flexible working patterns

Duration: Permanent

Location: Babylon Arts, Waterside, Ely, CB7 4AU

Salary: £29,000 pro-rata per annum + 3% Pension Contribution after the first 3 months (subject to employee contributions being made)

Holiday: 24 days per annum pro rata

Main purpose of the role:

Working with the Chief Executive to ensure that Babylon Arts is forecasting and managing its funds effectively and with full consideration of statutory and funder requirements.

Line management:

The Finance Manager will be line-managed by the Chief Executive and will supervise the Box Office & Admin Officer financial duties and the work carried out by the external bookkeeper.

Babylon ARTS is an equal opportunities employer. We celebrate diversity and are committed to providing an inclusive environment for all our employees. We're happy to talk to you about the role/working at Babylon ARTS in advance, please contact claire.somerville@babylonarts.org.uk

KEY DUTIES AND RESPONSIBILITIES

1. Finance

- 1.1 Work with the CEO to put in place a sound financial approach to ensure that the organisation operates in a sustainable way consistent with the expectations/ requirements of the Charity Commission
- 1.2 Provide advice to the CEO and Trustees to inform long-term and short-term budget assumptions
- 1.3 Working with the CEO to produce annual and long-term budgets, forecasts and cashflow for review by the Board
- 1.4 Report quarterly to the CEO on financial performance of all activities and discuss forecast performance and strategic action required.
- 1.5 Responsible for the audit process. Manage the relationship with the external auditors and ensure that annual accounts are provided in a timely manner to the Board and the appropriate bodies.
- 1.6 Lead the annual review of internal systems to ensure that finance and IT systems support the organisation's operations appropriately.
- 1.7 Ensure the organisation is tax and VAT-efficient, liaising with our Bookkeeping Accountant to submit the VAT returns
- 1.8 Provide regular reports to the Board and Finance & General Purposes Committee (F&GP), attend F&GP meetings and support the Treasurer as needed.

2. Fundraising and Income Generation

- 2.1 Prepare all key project budgets and fundraising applications cash flow forecasts. Advise the CEO of any relevant issues.
- 2.2 Ensure trading activity is managed appropriately with correct VAT treatment and reconciled correctly by the Bookkeeper
- 2.3 In conjunction with the CEO bi-monthly monitoring of Fundraising and income generation financial performance against budget targets.
- 2.4 Complete and review finance out-turn reports to funders ensuring funder conditions are met.
- 2.5 Provide regular finance reports and other information to funders as required by the funder agreements.

2.6 To update ACE Grantium and other funders' portals with specified reports as required.

2.7 Ensure the charity maximises its gift aid claims

3. Finance Administration

3.1 Manage the relationship with our Bookkeeping Accountant

3.2 Oversee the effective maintenance of record-keeping processes

3.3 Make use of Babylon Arts' procedures and systems to enhance the effective administration of the team and make recommendations for improvements where needed.

3.4 To ensure that all electronic files are well organised, and easily accessible to those who need to use them.

3.5 To adhere to any relevant data protection principles when processing personal data.

3.6 To adhere to appropriate standards of confidentiality at all times.

3.7 Oversee Nominal, Purchase and Sales ledgers and monthly reconciliations (Xero) ensuring they are done on a timely basis and kept up to date.

3.8 Ensure payment runs are carried out on a regular basis and in accordance with terms.

3.9 Oversee the bank accounts, online banking, and ensure regular bank reconciliations are performed & reviewed.

Note: This role may occasionally necessitate working during evenings and weekends. We operate a Time Off in Lieu (TOIL) system, so that additional time worked is taken off. This role will necessitate occasional travel within the region. Business travel is reimbursed through expenses.

PERSON SPECIFICATION

Essential Skills and Experience

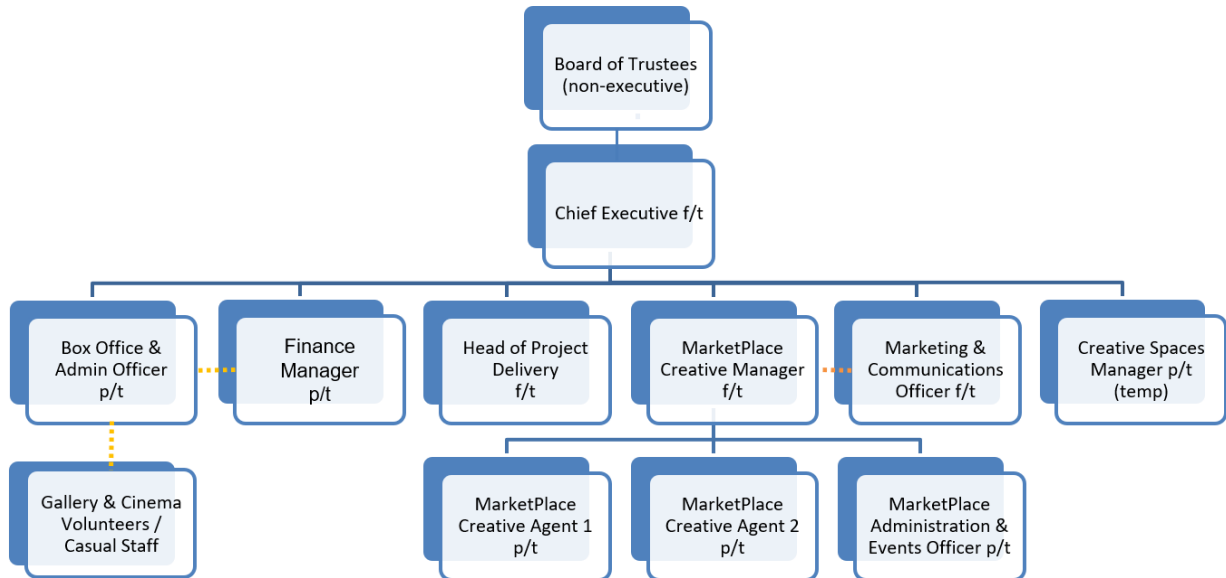
- CCAB qualified or part-qualified accountant or qualified by experience.
- Excellent experience of preparing, and collaborating across the organisation to prepare, timely and accurate budgets, management accounts and other financial reports and forecasts.
- Sound experience and proven track record of working with Charity SORP requirements.
- Knowledge of VAT, and understanding of working within a partial exemption charity environment
- Experience of managing restricted funds and providing financial out-turns to funders.
- Commitment to embracing Babylon ARTS' values and ensuring that they are proactively represented throughout the organisation.
- Highly organised with excellent time management skills.
- Self-starter and able to demonstrate initiative.
- Flexible in order to meet changing business requirements.
- Approachable and supportive in relation to Board, staff, partners, interns and volunteers.
- Excellent team player.
- Excellent management and leadership skills
- Excellent communication skills, with demonstrable ability to communicate effectively with colleagues and external bodies and individuals at every level.
- Sound and demonstrable experience of using IT systems and networks, including excellent working knowledge of MS or other platforms, especially Excel and accounting software - Babylon ARTS uses Xero.
- Demonstrable experience of budgetary control.
- At least three years' experience working in a finance role with responsibility for budgets over more than £100,000.

Desirable Skills and Experience

- Understanding of arts and cultural sector funding challenges and opportunities.
- Experience of Arts Organisation or other cultural production financial models.
- Experience of working within the arts, cultural or not-for-profit sectors.
- Experience of working and accounting for public-funds

- Experience of small charity finance

Organisational Chart



[MarketPlace](#) is part of the Creative People & Places Programme.

Application

To apply please complete the application form downloadable from:

<https://www.babylonarts.org.uk/opportunities.htm>

Applications should be emailed to: Office@babylonarts.org.uk by **10am Monday 28th June**.
Applications received after this time will not be considered.

Interviews will be held on Tuesday 6th July at the Babylon Gallery, Ely.

If you wish to have an informal conversation about this role prior to the deadline, please email claire.somerville@babylonarts.org.uk.

NB: We only accept applications made through the above process and no agencies please.