



Finance & Operations Manager

Application Pack

Job Title:	Finance & Operations Manager
Rate:	£20 per hour
Hours:	7 hours per week, to be worked between Tuesday and Friday.
Contract:	Freelance contract to December 2025 (extension subject to funding).
Location:	Arts Network is based at 8-12 Eltham Road, London, SE12 8TF. There will also be an option for hybrid working.

About Us

We are a user-led, community arts charity providing an inspirational and understanding environment for people with mental health support needs in South East London.

We treat people as individuals to create an inclusive community in which they can develop their interests and personal goals. We respect the diversity of each individual's experience and we empower people to challenge themselves with kindness and self-compassion.

Co-production is at the heart of what we do, and we always centre the ideas, skills and practices of individuals in our community.

We run our long-term membership programme from our base in Lewisham. We provide a welcoming and safe space for people with a diagnosis of severe mental illness to participate in creative activities from painting to printmaking, in an informal and non-clinical setting. Everyone is given the time, space, structure and support they need. Through this, our members find support in their recovery as they connect to the power of artistic practice and participate in creative activities. We use art and creativity as a vehicle for recovery.

We organise exhibitions and events where members' art can be experienced by our wider community. We also visit galleries, introducing members to new creative techniques and artists, whilst they build new relationships.

Our members actively contribute to the running of the charity. This includes training to co-facilitate workshops and involvement in decision-making. We also have a Member Trustee who ensures members are at the heart of our governance. Through volunteering with us, many members feel positive about opportunities for training, education, volunteering or employment.

In addition to our membership programme, we run short creative workshop courses with partner venues across South East London, for example with Dulwich Picture Gallery. These flexible workshops focus on engaging new beneficiaries and are designed to welcome anyone with a mental health support need.

We also engage with our wider community across South East London to raise awareness of the issues surrounding mental health, leading to a greater understanding and support for those struggling with mental ill health. We do this by hosting public workshops, open days and exhibitions, often partnering with other local organisations such as the Horniman Museum.

About the Role

The Finance & Operations Manager post is a new role for the charity and will increase capacity for the organisation as it moves into its next stage of growth and development. The postholder will play a crucial role in ensuring the smooth functioning of the charity.

As a highly organised and detail-oriented individual, the postholder will be responsible for the day-to-day management of the charity's finance systems. They will work with the CEO to produce and monitor budgets, management accounts and forecasting. They will also provide operational support and undertake some HR duties.

The Arts Network staff are expected to support the charity to meet our aims and objectives. As a small team, everyone is required to support in the daily operation of the charity.

Responsibilities

Finance

- Lead on the effective day-to-day operation of the charity's finance systems and processes.
- Ensure compliance with relevant financial statutory and regulatory requirements.
- Ensure the charity's financial policies, procedures and are adhered to.
- Take responsibility for the accounting system (Xero). Maintain accurate and timely information including approval of invoices and bank reconciliations.
- Work with the CEO on budgeting, forecasting and year end process as required.
- Work with the CEO to produce financial statements including management accounts.
- Process the monthly payroll system, including pension scheme.
- Prepare, pay and reconcile payments as due.
- Purchase supplies and materials as required.
- Act as a first point of contact with external parties including the charity's accountant and HMRC.
- Attend internal finance meetings and provide feedback on processes and issues as required.

Operations

- Monitor review dates for policies, working with the CEO and Board of Trustees to ensure timely updates, sharing and filing of policies is carried out.
- Support the general management of the building, arranging maintenance work as required.
- Develop and maintain a database of all external contracts, review service performance and co-ordinate renewals where appropriate.
- Manage Co-op studio hires and other room hires, including taking bookings and repayments.
- Oversee IT hardware, software and systems.
- Obtain quotations for any capital and operations work to be carried out by contractors.
- Answer telephone calls, ensuring enquiries and messages reach the relevant team member.

Human Resources

- Manage staff HR records including annual leave, sick leave and parental leave.
- Work with the CEO and Creative Programme Manager to carry out administration relating to recruitment and induction of staff.
- Carry out bookings with training and support providers.

Other

- Attend and present at Board meetings when requested.
- Manage practical arrangements for governance activities including Board meetings.
- Undertake any other relevant work which supports Arts Network to fulfil the charity's aims and objectives.

Skills, knowledge and experience that will be important for this role

Essential

- Demonstrable financial experience including bookkeeping, budgeting, forecasting and invoice administration.
- Proficiency in using Xero software and systems, or other similar accountancy software.
- Experience of managing payroll, with working knowledge of employer responsibilities.
- Excellent IT skills including using Office 365, particularly with the ability to create and use complex spreadsheets.
- Understanding of and commitment to safeguarding and data protection laws and principles
- Meticulous attention to detail
- Effective communication skills
- Proactive with excellent organisational and time management skills.
- A commitment to the mission of Arts Network

Desirable

- Experience or understanding of working in the charity sector.
- Experience of working in an HR capacity
- Experience of managing or co-ordinating building and office operations

Application Process

Please provide the following:

1. Either a covering letter or a short video or audio recording clearly outlining how you meet the skills, knowledge and experience required for the post. Letters should be no longer than one page and recordings should be no longer than three minutes.
2. A CV including details of two referees

Applications should be sent to jobs@artsnetwork.org.uk with "Finance & Operations Manager" in the subject line.

Short listed applicants will be invited to an interview at Arts Network, Eltham Road, SE12 8TF.

Equal Opportunities

Arts Network recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds. We aspire to have inclusive working experiences and an environment that reflects the audience we serve, where our people have equal access to career development opportunities, their voices are heard and can contribute to our future.

Arts Network particularly welcome applications from people who identify as disabled, of the Global Majority and/or people from a lower socio-economic background, as these people are currently under-represented throughout the arts and mental health sector and reflect our community.

We can support with any adjustments for anyone who needs it, to make applying for this role easier. If necessary, please get in touch to let us know how we can support you. This will not influence your application.

The successful applicant will be required to provide evidence of a recent enhanced Disclosure and Barring Service (DBS) check. Arts Network will carry out a DBS check if no recent certificate is available.

Deadline for applications: **Monday 6th May 2024**

Interviews: Shortlisted applicants will be notified of interview by Friday 10th May, with interviews taking place during the week beginning 13th May.

Start date: Ideally, we are looking for a Finance & Operations Manager to start in May or June 2024.

