

Spike Island

JOB DESCRIPTION

FINANCE MANAGER

Key objective:

To provide effective and efficient financial systems, records and reports to enable forecasting, decision-making and fundraising that supports the delivery of the organisations' objectives and enables staff and Board to deliver their objectives.

Responsible to/for:

The Finance Manager is responsible to the Deputy Director.

The Finance Manager is responsible for:

Finance Assistant

Spike Island has a mixed economy made up of:

Business income:

Income generated through studio rental, commercial letting of space to creative businesses and the University of the West of England, Spike Island Associates Programme, Spike Island Exhibition Services, Emmeline café, venue hire and some retail income.

Grant income:

Spike Island is a National Portfolio funded organisation of Arts Council England and a recipient of Bristol City Council's Cultural Investment Programme. A large part of project income is secured from other public sources, trusts and foundations and some corporate sponsorship.

Main roles and responsibilities of the post:

Spike Island's turnover is circa £1.4m per annum and its various trading activities and strands make for a comparatively complex financial mix.

The primary function of the Finance Manager's role is to carry out day-to-day, weekly and monthly scheduled tasks to ensure that the Finance department meets the demands of our very busy organisation.

Spike Island is a registered charity, and is therefore always looking to improve its performance financially to support its charitable aims. The Finance Manager must work with all budget holders and the overall Senior Management Team to make savings and increase income across each of the business functions.

The Finance Manager will actively develop, manage, review and maintain all financial and banking systems and records for the organisation and any associated trading arms that may be created. This includes introducing new systems where appropriate and making recommendations regarding suppliers and contractors as necessary.



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The Finance Manager will contribute to the strategic planning and development of the organisation as a member of Senior Management Team and is responsible to the Deputy Director and Director.

Key outputs:

1. To ensure the compliance with all accounting principles and standards. To ensure policies, strategies and standards reflect current best professional practice by keeping up to date with, analysing and interpreting relevant charity and third sector finance policy developments.
2. Be responsible for maintaining appropriate records and the completion of quarterly VAT returns and claiming gift aid on admissible donations.
3. Prepare the statutory financial statements. Liaise with external auditors in connection with the annual audit and any legislative updates.
4. Prepare monthly management information for the Senior Management Team and the Board of Trustees and other stakeholders as required. Report to the quarterly trustee Finance and Risk Subcommittee and Board meetings providing meaningful analysis, investigation of variances and commentary on key numbers.
5. Prepare financial reports for Arts Council or other funders as required.
6. To manage an effective payroll function in line with internal procedures and ensure all payroll and pension related tasks are completed monthly, in collaboration with the Office & HR Manager. To manage and control all year end procedures for finance and payroll in line with legislation and internal deadlines.
7. Assist the Director with the preparation of annual budgets, cashflows and financial forecasting.
8. To maintain an up-to-date Fixed Asset Register for all cost centres.
9. Ensure timely and accurate recording of financial data. Ensure monthly reconciliation of all balance sheet accounts, investigating and resolving all discrepancies in a timely manner. To ensure restricted funds are identified and all financial transactions are recorded appropriately.
10. Prepare regular monitoring and evaluation reports for statutory funders and stakeholders. Monitor and develop data recording in collaboration with staff and stakeholders. Support trust fundraisers and other staff as required in preparing evidence-based cases for support, and in reporting on costs, outputs and outcomes of specific projects.
11. Ensure that all income is properly received and recorded and policies and procedures in relation to income and cash handling are adhered to by all projects, including any restricted funds.
12. Ensure timely and regular banking of cash and cheques and perform regular reconciliations of bank accounts. Place cash on deposit to ensure interest income is optimised in line with cashflow forecasts.
13. Ensure debtors rent information is up to date for monthly invoices and all aged debt is followed up and collected in a timely manner.
14. Ensure suppliers are paid within appropriate timescales and monitor and manage debtors.
15. Ensure financial systems and controls are in place to manage Capital projects and Partnership developments.
16. Operate in accordance with the organisation's employment, Health and Safety, equal opportunities and other legal requirements, organisational practices, policies and procedures.
17. Ensure that all work reflects and contributes to our aim to enhance equity, diversity and inclusion across the



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organisation.

18. Contribute effectively to the management team, collaborate across teams, and carry out any other duties commensurate with the role.



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