

PERSON SPECIFICATION: FINANCE MANAGER

Assessment Methods:
App = Application form
Int = Interview
Task = Task

Attributes:	Essential:	Desirable:	Assessment Method: App/Int/Task
Qualifications:			
Recognised CCAB qualified eg ACCA, CIMA, CIPFA, or equivalent experience.	●		App
Knowledge:			
Knowledge of the Charity Commission and Companies House obligations.		●	App
Knowledge of best practice around GDPR.		●	App
Experience:			
Experience of producing management accounts and charity annual accounts in a voluntary sector finance role.	●		App/Int
Experience of producing budgets, cashflows and financial forecasting.	●		App/Int
Communicating financial and other data to non-technical audiences.	●		App
Technical knowledge and experience of Charity accounting – including SORP, VAT, and Gift Aid.	●		App/Int
Preparation of accounts and associated records for the audit of all records for Statutory Accounts.	●		App/Int
Some understanding of Arts Council National Portfolio reporting requirements	●		App
Preparation of Payroll and associated reporting and working knowledge of HMRC rules and requirements.	●		App/Int
Experience of all aspects of banking, credit control and payment processes.	●		App/Int
Debtor Management and collection	●		App
Effective budget management and production of accurate, clear and concise financial information for non- financial staff.	●		App/Int
Contributing to organisational planning.	●		App/Int
Skills:			
Strong operational and organisational skills.	●		App
Have a structured approach, effective time management skills and the ability to prioritise workloads to meet deadlines.	●		App/Int

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Possess good verbal and written communication skills, as well as excellent interpersonal skills and the ability to build and maintain positive working relationships.	●		App/Int
Ability to work effectively as part of a team and on your own. Self-motivated individual.	●		App
Can communicate confidently at various levels within the organisation.	●		App/Int
Use of Microsoft Office Standard 2019, QuickBooks Online Accounting and QTAC payroll software.	●		App/Int
Circumstances:			
Living with an easily commutable distance from Bristol, or a willingness to relocate.	●		App
A willingness to work flexibly, including evenings and weekend where necessary to meet the demands of the job.	●		App

Terms and Conditions of Appointment:

Job description:

The job description is a guide to the targets that the Finance Manager is expected to achieve. They may be changed from time to time by agreement to meet changing circumstances.

Term:

This post is offered on a permanent basis.

Normal hours of work:

Normal hours of work are 35 hours per week. You will be entitled to an unpaid break of one hour each day (lunch).

Spike Island operates a flexible working policy, with working hours to be agreed on appointment. In addition, some weekend work is required. Time off in lieu may be taken in respect of hours worked over and above the normal hours by agreement with the line manager.

Salary:

£37,000 per annum

Pension:

On completion of three month's service, you would be eligible for auto enrolment in to Spike Island's workplace pension scheme.

Annual leave:

In addition to bank/public holidays, employees are entitled to 23 days annual leave on full pay (pro rata).



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- Probationary period:** This post is subject to a probationary period of six months. There will be a staff review at 6 months and again at 12 months. This period can be extended but by no more than 6 weeks in any circumstances.
- Notice period:** Upon completion of the probationary period, employment is subject to a three-month notice period.
- Benefits:** Spike Island offers access to the following schemes:
- Cyclescheme
 - Access to Employee Assistance Programme
 - Membership to Spike Island Associates
 - Staff discount in Emmeline café
- All such benefits apply during the course of your employment only