

Intoart Application Pack

Dear Applicant

Many thanks for your interest in Intoart and the advertised post of Finance Manager.

Please find enclosed the following information in the Job Application Pack:

Content of the pack

1. Outline of Application Process
2. About Intoart
3. Job Description

Application deadline: Monday 10th October, 5pm

Interviews: Week of 17th October

Please email applications to work@intoart.org.uk with the title of the job in the subject heading

1. Outline of Application Process

We ask all applicants to submit **two documents** as outlined below in order to be considered for shortlisting for interview.

All completed documents must be received by the stated deadline.

a. Submission of an up to date CV

CV's should include:

- Relevant achievements and experience as well as educational and professional qualifications
- Details of notice period and names of two referees
- An indication of current salary
- Contact details including email, telephone/mobile number.

b. Written statement (no more than 2 sides of A4)

- Detailing your interest in the post, outline of your experience and ability to meet the criteria in the Person Specification.

2. About Intoart

Intoart's Vision:

Our vision is for people with learning disabilities to be visible, equal and established artists.

Intoart's Mission:

-To create an environment that nurtures the creative ambition of people with learning disabilities through learning, leadership and artistic development.

-To reach people with learning disabilities facing barriers to inclusion through social, economic and health factors, and with little or no access to art education by nurturing the highest level of ambition for learning, progression and artistic development.

-To promote artists and their work locally, nationally and internationally.

- To challenge preconceptions about learning disabilities, art practice and education through the visible presence of them working alongside fellow artists in the contemporary art sphere.
- To capture, document and share what we do and its impact.
- To measure success through confident and autonomous artists who have an artistic profile supported by the right level of resources and equality of opportunity to access arts and culture.

Intoart's artistic programme consists of six core strands to achieve our vision and mission:

1. Studio
2. Independent Projects: Solo projects/Commissions from Museums and Galleries
3. Young people and Mentoring
4. Intoart Archive
5. Design by Intoart
6. Public programme of exhibitions, events & publishing

Intoart is funded by Arts Council England as a National Portfolio Organisation.
This post is funded by Paul Hamlyn Foundation.



Job Description

Job Title: Finance Manager

Reporting to: Director

Place of Work: Intoart office and offsite venues as required.

Remuneration: £31k (pro rata)

Hours: 1 day per week (0.2) Days of the week may change to meet the needs of the business, subject to consultation with the post holder.

Terms of contract: Fixed term

General Information about Intoart

Intoart is a visual arts organisation based in London, established in 2001, working with adults and young people with learning disabilities. Intoart has gained significant reputation for its collective practice that includes people with learning disabilities, working with leading arts institutions in London, across the UK and internationally. Based in South London, Intoart works with a core number of people with learning disabilities, practising as artists in the studio, and a further number of adults and young people with learning disabilities through our participatory projects and mentoring programmes. We work in partnership with arts organisations, galleries, museums, community partners, Higher and Further education providers and schools. Intoart's artistic programme consists of core strands of work to achieve our vision and mission:

1. Studio
2. Independent Projects: Solo projects/Commissions from Museums and Galleries
3. Young people and Mentoring
4. Intoart Archive
5. Public programme of exhibitions, events & publishing

The Design by Intoart programme introduces a sixth programme of work to be launched on appointment two associated posts and the Finance Manager.

www.intoart.org.uk

Purpose of the job

The Finance Manager is responsible for the management of the charity's finances. The role of Finance Manager is to manage the financial systems of the organisation, including payments, invoicing, book-keeping and liaising with our accountants. The Finance Manager will work closely with the Director in

preparing financial reporting to stakeholders and budget management associated to the delivery of Intoart's Business Plan.

Key responsibilities and tasks

1. Financial recording

- To keep accurate records of incoming and outgoing financial transactions.
- To maintain and update systems for recording, organising and calculation of financial business and transactions for the charity.
- To manage payments for services provided by contractors, artists, partners and clients by the deadlines required by contracted agreement.
- To liaise with accountant on the administration and payment of monthly payroll, and maintenance of associated records and end of year procedures, both internal and statutory.
- To manage and supervise all bank or other accounts held in the name of the charity.
- To ensure monies received (cash, cheques, bank transfers) agree with amounts posted to the accounts and that they are banked.
- To ensure direct debit instructions are processed and collections are scheduled monthly
- Implement new finance and book keeping system using Sage Cloud Software.
- Manage petty cash and day-to-day book keeping.

2. Reporting

- Preparation of quarterly and monthly forecasts, cash flows and management accounts for presentation to Board of Trustees and Stakeholders.
- Liaise with accountant in the preparation of Annual Accounts, in accordance with Companies House and Charity Commission requirements and deadlines
- To administer and prepare documents for the Finance and Fundraising Sub group
- Monitor and evaluate financial information systems and suggesting improvements where needed

3. Budgets

- To work with the Director to prepare annual budgets, to re-assess budgets against forecasts and prepare any project specific budgets, forecasts or cash flows required.
- Analyse financial performance and risk assessment.
- Contribute to medium and long-term business planning, budgets and forecasts;
- Prepare documents and budgets required by funders and stakeholders

4. Design by Intoart - Finance administration, policy development and Business Model

- Manage new areas of income generation specific to Design by Intoart, including employment and expenses payments, contracts, budgets and access costs.
- Manage Friends of Intoart scheme eg. direct debits, administration and correspondence
- Administer the 'Own Art' Scheme
- Support the Director and Finance Subgroup on policy development on income for people with learning disabilities – artwork sales/employment
- Manage artwork and product sales administration and liaising with buyers, collectors and maintaining an up to date database
- To work with design industry advisor and external evaluator to measure, test and review business model of Design by Intoart.

5. Staff

- Ensure that systems are in place and adhered to for staff and freelance contractors including timesheets, petty cash, and invoicing.
- Support Project Managers in project budget management.
- Interpret and communicate financial data to non-financial managers

6. General

- Operate in accordance with Intoart's employment, health and safety, equal opportunities and other practices, policies and procedures.

- Flexibility regarding availability outside normal working hours is required to attend events and openings. (Pre-arranged dates and notice will be given)
- Undertake such other duties and administration as may reasonably be required.

Person Specification

Qualifications

- An undergraduate degree in a relevant subject/or equivalent professional experience
- Experienced AAT / part qualified ACCA/CIMA

Experience (minimum of 4 years)

Essential

- Experience of all stages of the financial management process
- Current experience of SAGE Accounting systems and software.
- Experience of working in the charitable sector
- Experience of reporting to partners and major stakeholders

Desirable

- Experience of funding from public and/or private sources, to include trusts and foundations and Arts Council England
- Experience of working with a range of individual, organisations and institutions within the visual arts, learning disability and cultural sector.
- Experience of managing and supervising project-based staff, freelancers, students and/or volunteers.

Knowledge

Essential

- Understanding of the finance and operational structures, priorities and key issues for small arts charities.
- An understanding of, and commitment to, issues around cultural diversity, disability and equal opportunities.

Role Specific Competencies

- Excellent verbal and written communication skills, the ability to communicate ideas and information clearly to a range of stakeholders and people on all levels.
- Ability to initiate and sustain working relationships with a wide range of people including artists, design clients, partner organisations, suppliers, parents, support workers, schools and community groups.
- Good problem solving and analytical skills.
- Excellent organisation and planning skills with an ability to plan, organise, and schedule in an efficient, productive manner.
- Excellent IT skills including MS Office and databases.

General Competencies

- A commitment to the values inherent in person-centred practice.
- Demonstrate honesty and integrity, earning trust and maintaining confidence.
- Demonstrate ability to quickly and proficiently understand and respond to new areas of practice
- Exceptional attention to detail
- Proactive and persistent, bringing new ideas to Intoart
- Flexible and adaptable, able to adjust quickly to changing priorities and cope with complexity and change.
- Hard working, with high standards of personal performance.
- Work well in a team, establishes collaborative working relationships.