



Town Moor
Moorfield Road
Narberth
Pembrokeshire
SA67 7AG

Position: Finance Manager for Span Arts

Dear Applicant

Please find enclosed an application pack for the above position.

The pack includes:

1. Span Arts profile
2. Job Description including Person Specification
3. Guidance Notes for Applicants
4. Application Form
5. Diversity Monitoring Form

Closing date for receipt of applications is **9am on Monday 14th January 2019**. We regret that applications received after that time cannot be considered. Please do not send a CV.

Shortlisted candidates will be contacted by phone or email. Unfortunately we are unable to acknowledge receipt of applications, so if you have not heard from us before the interview date, please assume that you have not been shortlisted for the post.

Interviews will take place on **Wednesday 23rd January 2019** and will be held at **Span Arts Building, Town Moor, Narberth, SA67 7AG**.

While we will work to accommodate every applicant, please do your best to ensure your availability for this date.

We hope this pack will help with any questions you might have about the application process. However, if you need further information, please call us on 01834 869323.

Thank you for your interest in Span Arts and we look forward to receiving your application.

Best wishes,

Span Arts Trustees

How to submit:

Please submit applications by 9am on the closing date to the address above. Please refer to the guidelines in this pack before applying.

By email: **info@span-arts.org.uk**

By post: Please mark your envelope –'Private - Recruitment'

Organisation Profile

Span Arts is a community arts charity, based in Narberth, with a 30 year history of making a significant contribution to the arts in Pembrokeshire. We deliver a high quality and diverse range of music, theatre, comedy and voice events, alongside a wide range of arts and wellbeing projects to an area where people otherwise do not have access to the arts.

Span Arts is driven by the core belief that the arts have the power to improve people's quality of life, health and wellbeing and we aim to reduce social exclusion and address issues of rural isolation through meaningful engagement and participation in community based arts activities.

Span Arts run an established volunteering scheme which provides opportunities for a wide range of people to gain skills, experience and take part in the community. This can be a vital lifeline for many isolated and/or vulnerable individuals living in rural communities.

Span Arts is committed to ensuring that all of our activities are inclusive, relevant and accessible to all and work closely with an increasingly diverse set of partners to inspire people in Pembrokeshire to awaken their inner creativity.

Management

Span Arts is managed by a paid Director with strategic support from a Trustee Board of volunteers drawn from the local community.

Current employees are: Finance Manager, Digital Marketing and Design Assistant, Events and Communications Assistant and freelance Project Staff.

Span Arts' Strategic Aims:

- To provide a wide and varied programme of high quality live arts to people within Pembrokeshire and the surrounding area of West Wales
- To develop meaningful engagement with local communities, building community cohesion and tackling social isolation through the arts
- To offer a comprehensive volunteering scheme with a range of roles available for a range of ages, backgrounds and abilities
- To ensure that all activities are inclusive, relevant and accessible to all, including those who are rurally, socially or economically disadvantaged.
- To develop meaningful partnerships with others in statutory, voluntary and private sectors
- To provide opportunities through the arts for developing young people and others who are disadvantaged by being NEET, unemployed or at risk of exclusion
- To ensure the long-term future of the organisation is sustainable through improving financial viability, diversifying income streams and building up Span Arts' reserves

Job title Finance Manager

Responsible to: Span Arts Director

Location: Narberth

Salary: Up to £22,000 pro rata (based on 35 hr week), depending on experience.

Hours: 18 hours a week

Holiday 5.6 weeks pro rata including Bank Holidays

Span Arts is committed to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Context of Job

This post forms part of a small team employed by Span Arts to organise and manage the financial activities of the charity. It complements and supports the role of the Span Arts Director and Project Managers. The post holder will work in close collaboration with the Director and with Trustees with Financial Responsibility.

Main Purpose of Job

To provide an efficient and effective financial management service to the Director and the Trustee Board working within the aims, policies and principles of the Charity.

To provide coherent, relevant financial information including regular reports to the Trustee Board.

Main Duties and Responsibilities

1. Financial Management

- Day to day maintenance of the Charity's income and expenditure
- Record all income and expenditure including ticket sales utilising computerised accounting system
- Ensure all monies are banked in timely manner
- Ensure all volunteer and staff expenses are processed correctly in timely manner
- Pay suppliers
- In collaboration with Director / Finance team prepare annual & project budgets
- Ensure that all finances are properly administered and monitored
- Prepare and present financial reports for Trustee Board meetings as requested to include Variance analysis and cashflow forecast.
- Prepare project accounting and contribute to reports and claims to funders
- Offer financial support to Project Managers

- Liaise with and provide relevant financial / statutory information to the organisation's accountants
- Advise the Director and the Trustee Board on financial implications of current and planned activities.
- Attend, prepare and present financial reports at Trustee meetings

Administration of Personnel Records and Payroll Management

- Maintain up to date employee personnel records, contracts and files.
- Maintain staff records for salary payments including start / end date, staff sickness and annual and other leave records
- Provide Payroll management as relevant
- Ensure PAYE and pension payments are made on time via BACS system

2. Financial Procedures and Administration

- Ensure compliance with all statutory financial requirements
- Establish, maintain and monitor effective and efficient financial administrative systems to comply with policies, processes and procedures as described in the Charity's Office Manuals.
- Collate and ensure timely distribution of financial reports / papers to Trustee Board members.
- Ensure all Financial accounts / reports are submitted by relevant deadlines
- Maintain multiple project records and supply information as required for regular reports.
- Produce new or updated documents from provided materials as required.
- Reconcile bank accounts including credit card
- Responsibility for ensuring safe keeping, proper card management and actively preventing fraudulent use of the company business card.

3. Resources and staff interactions

Support and assist the Director to

- Maintain appropriate relations with funders, fulfilling reporting requirements and ensuring compliance with grants / contracts
- Work collaboratively with admin and project staff

4. Training and Development

- Identify and implement own training and development needs
- Attend internal / external training as required

Other duties and responsibilities

- Promote the aims, policies, membership requirements and equal opportunities policies of the Charity.
- Carry out any other related tasks appropriate to the grade and role as required by the Director
- Attend appropriate internal and external meetings as agreed with the Charity's Director
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.

Person Specification

Finance Manager

1. Demonstrate an understanding of and empathise with the aims and mission of Span Arts and its equal opportunities policies
2. Relevant financial and office administration experience. Fully qualified AAT or similar preferred.
3. Proven numeric, keyboard and IT skills at the level required for computerised accounting, financial monitoring, reports & statistical analysis (Excel, Access, Word)
4. Demonstrate ability and understanding of computer based accounting systems (QuickBooks or similar)
5. Demonstrate knowledge and understanding of budget creation and management
6. Ability to generate, understand and interpret financial reports including income and expenditure, variance against budgets and financial monitoring reports for multiple projects
7. An understanding of funding applications; processes and reporting (Including European funding)
8. Knowledge and understanding of administering payroll systems
9. Ability to develop, monitor and maintain systems and procedures
10. Ability to work on own initiative, prioritise own work and meet deadlines, monitor and maintain own standards,
11. Written communication skills for drafting correspondence and reports
12. Ability to research, analyse and interpret complex information
13. Good interpersonal and presentation skills
14. Flexibility and an ability and willingness to work as part of a team
15. Proven ability to carry out confidential and financial tasks and transactions in an utterly trustworthy and honest manner

Guidance Notes for Applicants

These notes are intended to help you participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job. Please read these notes carefully before completing your application form.

If you have any difficulty in completing the form or need further information please contact info@span-arts.org.uk or on 01834 869323 between 10am-4pm Monday to Friday

Review the Contents of the Application Pack

The application pack includes a full job description with a person specification.

The key tasks and responsibilities of the position are set out in the job description. The knowledge and experience and skills and attributes we are looking for in the successful candidate are listed in the person specification. It is important to read all the information in the application pack before completing the form.

Completing the Application Form

General Points

- Please do not attach your CV or copies of education certificates to your application form. **Applications in the form of CVs will not be considered.**
- If you need to add continuation sheets, make sure you mark these clearly with your name and the job title of the job for which you are applying. Please limit any continuation sheets to no more than 2 sides of A4.
- Type or write clearly in black ink and do not staple, to allow for photocopying.
- Please return by post or e-mail.

Working through the form

- Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience, or experience gained in a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.
- The section marked 'Supporting Statement' is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant. In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required as set out in the **person specification** for the job. You will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement. **Please respond to each item in the person specification separately in the order listed to ensure you address them all.**
- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.
- Remember to proof-read your form and check for any errors before returning it to us. Before sending in your form, it is advisable to take a copy for your own reference.

Please return your form to Span Arts and ensure that it reaches us by deadline stated in the accompanying letter. Applications received after the closing date cannot be considered.

Shortlisting

Shortlisting will take place as soon as possible after the closing date and will be carried out by at least two people.

If you are shortlisted, we will normally contact you by telephone or email to invite you to interview. This will be confirmed by an email, which will outline full details of the interview process. This may include carrying out an exercise to test your ability to carry out specific requirements of the job.

In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if it is decided that a second round of interviews is necessary.

All offers of employment at Span Arts are made subject to receipt of satisfactory references. Confirmation in post will be subject to satisfactory completion of a 6 month probationary process.

Right to Live and Work in UK – under the Asylum and Immigration Act 1996, we are required to check that anyone taking up employment with us has the legal right to work in the UK.

All successful applicants will be required to provide documentary evidence to support their entitlement to work in the UK prior to taking up employment.

DBS/Finance checks this post will be subject to the appropriate financial checks as the role involves a high level of trust and access to Span Arts finances and bank account.

Privacy Statement

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process. The information you provide will be held securely by us whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

We will retain your data on file for as long as you are involved in a recruitment process at Span Arts and 12 months thereafter, at which point we will destroy it in line with our data retention policy.

Information generated throughout the assessment process, for example interview notes, is retained by us for 12 months after the interview for the post.

Equal opportunities information is retained for 12 months following the closure of the recruitment process whether you are successful or not.

If you think there has been a problem with the way Span Arts are handling your data, you have the right to complain to the ICO.

We look forward to receiving your completed application.

APPLICATION FOR EMPLOYMENT

Span Arts Ltd is striving towards equal opportunities and welcomes applications from all sections of the community.

Before completing this form, please read the accompanying Guidance Notes.

Post applied for ~ Finance Manager

PERSONAL DETAILS

Title	Surname	First Name:
Address:		
Postcode:		
Home telephone number	Work telephone number	
Mobile telephone number	E-mail address	
Current post / job title		Current salary £

EDUCATION, TRAINING AND PROFESSIONAL QUALIFICATIONS

Please start with the most recent and work backwards ~ expand boxes / continue on another sheet

Dates From: To:	School/ College/ University / Training Body / Other	Qualifications Obtained

PREVIOUS EMPLOYMENT (Paid & / or Unpaid)

Please start with your **most recent** position – please explain any gaps in your employment history.
Continue on one separate sheet of A4 if necessary.

Dates From: To:	Employer Name	Job title and brief details of main responsibilities. Please state whether full or part time	Reason for leaving

SUPPORTING STATEMENT

Please read the application guidelines before completing this section

- Drawing on your personal and work experience, education and training, please demonstrate how you meet **the requirements set out in the person specification** and job description.
- Please address each point in the person specification in the same order as in the job description sheet.
- Make any additional comments at the end.
- Please expand the sections if typing or continue on a separate sheet as necessary.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.



Any other comments?

REFEREES

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

Referee Name	Referee Name
Organisation Name	Organisation Name
Referee's Occupation	Referee's Occupation
Address	Address
Postcode	Postcode
Email	Email
Contact number	Contact number
Relationship to you	Relationship to you

May we request a reference (tick one)

<input type="checkbox"/> at any time	<input type="checkbox"/> at any time
--------------------------------------	--------------------------------------

May we request a reference (tick one)

<input type="checkbox"/> only after an offer of employment	<input type="checkbox"/> only after an offer of employment
--	--

Please provide details of any special arrangements or adjustments you may require to enable you to participate in our selection process effectively.

In order to comply with the Asylum and Immigration 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box:

Please provide details of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offender Act, 1974. Offences resulting in driving licence endorsements should be disregarded. Failure to disclose such information may result in dismissal or disciplinary action by Span Arts Ltd. This information will be treated as confidential and will not necessarily preclude you from employment.

DECLARATION

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

Name: _____

Signed: _____

Date _____

Put an 'X' in this box (instead of signature) if you are returning this form electronically.

Diversity Monitoring Information

Job title **Finance Manager**
Candidate ref. number (for office use only)

Span Arts is committed to valuing diversity and promoting equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

In order to achieve these aims we need to know about the diversity of people who apply to work for us. Please help us by providing the following information.

All information will be treated confidentially and will be separated from your application form before making any selection decisions.

This information will not affect your application.

Age

- <25 25-34 35-44 45-54 55-64 65+

Gender

- Female Male Prefer not to say

Disability

Span Arts believes that people are disabled by the barriers society places in their way and not by their own impairments. We believe everyone has a role to play in society and we want our organisation to benefit from the widest range of talent available.

Do you consider yourself to be a disabled person or do you have a long-term health condition? Yes
 No Prefer not to say

Ethnic origin

How would you describe yourself? Please tick as appropriate from **one** section only.

A White	B Mixed Heritage	C Asian or Asian British	D Black or Black British	E Chinese or Other Ethnic Group	F Prefer not to say
<input type="checkbox"/> British <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Northern Irish <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background, please state	<input type="checkbox"/> White and Black <input type="checkbox"/> White and Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background, please state	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background, please state	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background, please state	<input type="checkbox"/> Chinese <input type="checkbox"/> Arab <input type="checkbox"/> Any other, please state	<input type="checkbox"/>

Sexual orientation

What is your sexual orientation?

- Bisexual
 Gay man
 Gay woman / lesbian
 Heterosexual / straight
 Other
 Prefer not to say

Religion or belief

Which group below do you most identify with?

- No religion
- Christian (incl. Church of England, Catholic, Protestant & other denominations)
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Other, please state.....
- Prefer not to say

Language

- Welsh as a 1st language as a 2nd language
- English as a 1st language as a 2nd language

Any other please specify (include BSL).....

- as a 1st language as a 2nd language

- Prefer not to say

Where did you FIRST learn of the post?

.....

Privacy Statement

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process. The information you provide will be held securely by us whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application.

We will use the other information you provide to assess your suitability for the role you have applied for.

We will retain your data on file for as long as you are involved in a recruitment process at Span Arts and 12 months thereafter, at which point we will destroy it in line with our data retention policy.

Information generated throughout the assessment process, for example interview notes, is retained by us for 12 months after the interview for the post.

Equal opportunities information is retained for 12 months following the closure of the recruitment process whether you are successful or not.

If you think there has been a problem with the way Span Arts are handling your data, you have the right to complain to the ICO.

We look forward to receiving your completed application.