

Job Specification: Director of Finance and Operations

Salary:	£39,000 - £46,000 depending on skills and experience
Hours:	37 hours per week
Based:	Preston City Centre
Reports to:	Chief Executive Officer
Responsible for:	Senior Contracts & Reporting Officer, Finance Officer, Digital & Data Officer and managing relationships with the External Auditors and providers of: Payroll, Legal, HR, Health & Safety and IT support.
Application Deadline:	Midday on Monday 25 th June 2018
Interview date(s):	July 2018 (exact date TBC)

1. The Organisation

Curious Minds is an ambitious educational charity dedicated to improving the lives of all children and young people by placing high quality arts, culture and creative learning at the heart of schools and other children's services. As part of a national network of 10 Bridge organisations, we are funded by Arts Council England to use our experience and expertise to connect children and young people, schools and communities with great arts and culture.

Based in Preston City Centre, close to a mainline train station and major motorway networks, we are the lead agency for cultural and creative education in the North West of England. We work in partnership with leading cultural and academic institutions regionally, nationally and internationally and have built a strong reputation for driving innovation and improvement in the field of creative and cultural education.

2. The Role

Curious Minds is seeking a dynamic and energetic finance professional to play a pivotal role in supporting our ambitious plans for growth and sustainability. This is a rare opportunity to join a highly-regarded strategic arts education charity with regional, national and international reach. It presents a great development prospect for someone looking for a new challenge or wanting to take the next step in their financial career.

Having secured Arts Council funding until 2022 and with a healthy level of free-reserves, this is an exciting time to join the team and help shape the organisation through a period of significant development and income diversification. Reporting to the CEO, the successful candidate will take strategic responsibility for the financial management and direction of the charity, as well as leading on key operational areas including: Audit, Human Resources, IT systems, CRM, Data Protection and Health & Safety. You will be the main point of contact for the External Auditors and providers of Payroll, HR, Health & Safety and IT support.

As an integral member of the Executive Leadership Team and working closely with the Board of Trustees, you will play a pivotal role in driving the organisational vision forward, setting high standards and implementing systems and tools to facilitate effective financial analysis. A key challenge will be delivering sound financial management and robust controls within a fast-paced environment that needs to remain flexible and nimble. You will manage and monitor significant grant income from a range of funders, keeping track of spend to ensure our income generation activities are financially viable and on-track.

The key focus is on developing long-term financial forecasts, managing and improving all financial and HR systems and interpreting and reporting on financial information. Key activities include: working with budget holders on the production of management accounts and short term cash flow forecasting; analysis of key figures and completing various statutory returns such as VAT, PAYE; and liaison with outside agencies such as the Charity Commission, Companies House, external auditors, banks, funders and insurers. Other finance related duties include the preparation of budgets, leading on the production of the Trustees Annual Report, on-going review of the risk register and ensuring financial and legal compliance at all times. Ultimately the goal is to maintain a sound financial position to meet our charitable aims and objectives; to imbue confidence in our funders and supporters; and to facilitate financial literacy across the whole staff team.

3. Job Description

Finance

- To act as an integral member of the Executive Management Team; acting as both advocate and critical friend to the CEO; ensuring the organisation meets its aims and objectives and stays true to its charitable objects; contributing to the organisation's business planning process; and taking responsibility for delegated targets within the business plan as appropriate.
- To conduct financial analysis and forecasting that leads to the setting of the medium and long-term finance strategy in support of the strategic vision, e.g. for pursuit of new funding and making recommendations for further growth or investment strategies.
- To be responsible for all accounting records and processes and ensuring they are effective and in good order and ensure that a relevant system of internal control is in place & operating efficiently & effectively.
- To produce meaningful information (financial and non-financial) that drives improved performance and ensures financial probity, delivering easily-usable management information to non-finance teams and Trustees.
- To work with the Programmes Team to implement and maintain bid management, grant management and reporting procedures; developing organisational templates and procedures for the effective costing and recharging of activity in support of existing and future funding.

- To set, monitor and drive progress towards trading and fundraising targets.
- To ensure compliance and effective reporting on contracts whether in drawing funds from external bodies, or making grants from funds received or from the charity's own funds.
- To lead the annual statutory reporting and audit process, including budget setting, preparation of the annual financial statements and Trustees' Annual Report and manage the relationship with the External Auditors.

Operations

- To take lead responsibility for HR, managing the relationship with the external HR support provider and ensuring that systems and procedures are fit for purpose, compliant and followed.
- To work with the CEO to ensure the welfare of all staff and support line managers in their duties, including adherence to performance management processes ensuring any staffing difficulties that arise are resolved following agreed procedures.
- To work with the CEO to manage the development, revision, and implementation of organisational policies and procedures, including the Health and Safety policy and others contained within the employee handbook.
- To ensure, with the CEO, that the organisation meets all its legal obligations as a charity, a company limited by guarantee and an employer, including acting as Company Secretary.
- To lead the implementation of and maintain adequate & pragmatic data protection procedures, in line with GDPR legislation.
- To lead the organisation's approach to risk-management, updating the register and monitoring of all mitigations & related actions.
- To line manage and cohere the efforts of the office based team responsible for administration, IT, finance, the CRM and contracts management.

Common Requirements for all Posts

- To undertake any other relevant duties deemed necessary by the Chief Executive
- To be active in seeking out opportunities for development and income generation
- To ensure adherence to Curious Minds' policies and procedures
- To regularly update the CRM
- A willingness to occasionally work antisocial hours, including evenings and weekends
- A willingness to travel throughout the region
- To represent Curious Minds at regional and national meetings as required

4. Person Specification

ESSENTIAL CRITERIA

Qualifications

A qualified accountant with at least three years' post-qualification experience

Experience

Experience of producing/ monitoring cash flow for an organisation with a turnover of in-excess of £1m

Experience of producing management accounts and narrative to the management team and the Board

Experience of leading a small team, line-managing and motivating staff

Experience of monitoring the movement of cash

Practical skills & knowledge

Good IT skills

Ability to deliver work that is accurate and to a high standard

Excellent verbal and written communication skills in English

Hands-on and pro-active finance professional

Ability to influence and motivate others

DESIRABLE CRITERIA

Experience

Experience of managing finance for a medium or large charity

Experience of acting as Company Secretary to a Board of Trustees

Experience of working as part of a Senior Management Team

Experience of working, paid or unpaid, in or with the arts, education or third sectors

Production of relevant policies relating to Finance in a charitable organisation

Experience of using SAGE 50 accountancy software

Experience of risk management processes

Practical Skills & Knowledge

Advanced Excel

Preparing contracts and/or grant agreement paperwork

Basic knowledge of current data protection legislation

Basic knowledge of Health & Safety legislation

Production of relevant policies relating to Finance in a charitable organisation

5. Curious Minds' 7 C's Behaviour Specification

All our team members are expected to share a positive, pragmatic and people-centred attitude and to model the following behaviours in their work:

Attitude	Behaviour
We are Curious	<ul style="list-style-type: none">• I look for opportunities and solutions (e.g. for income generation and organisational development)

	<ul style="list-style-type: none"> • I am open to new ideas, come up with new ideas and am willing to try new things. • I aim for best practice and, whenever possible next practice in my area of work to be a trailblazer.
We are Courageous	<ul style="list-style-type: none"> • I am willing to be challenged about my own work and to challenge others where I can offer positive solutions for change. • I am ambitious for myself and for the organisation, am proactive and take the initiative. I don't just talk about it, I do it! • I am comfortable with complexity; willing to start the journey without a map.
We Celebrate	<ul style="list-style-type: none"> • I celebrate my own and my colleague's success, whether little or big. • I am a strong ambassador for Curious Minds, proud of the brand and promote it widely. • I am a strong ambassador for arts and culture for children and young people and celebrate their successes too.
We Collaborate	<ul style="list-style-type: none"> • I'm not just a sole trader, I am aware of the impact I have, and can have, on others' work and actively contribute to the success of my colleagues. • I communicate well and am present at team meetings, and contribute meaningfully to team discussion and planning. • I am committed to enabling creative collaboration and work positively towards this goal.
We Care	<ul style="list-style-type: none"> • I am respectful, courteous and aware of the impact my actions and emotions have on others. I express my feelings and control my emotional response appropriately. • I care about children and young people and believe in the value of arts, culture and creativity. • I value resources, financial and physical and use them wisely keeping in mind issues of equality, accountability and transparency
We are Conscientious	<ul style="list-style-type: none"> • I plan my workload to manage my time and achieve my goals. • I come prepared to meetings and think before I speak/act. • I deliver on my commitments, give attention to detail, arrive on time, present myself professionally, meet all deadlines and respond promptly to all enquiries. • I am reflective and reflexive and willing to adapt.
We are Credible	<ul style="list-style-type: none"> • I am honest and truthful. • I know my stuff and keep up to date with latest developments. I say when I don't know something and am willing to learn. • I am confident and professional, knowing when to speak and when to keep quiet.

6. Benefits

This is a rare opportunity to join a highly-regarded strategic arts education charity with regional, national and international reach. It presents a great development prospect for someone looking for a new challenge or wanting to take the next step in their financial career. The successful candidate will play a pivotal role in shaping policy and practice relating to creative and cultural education at a time when schools are finding it increasingly

difficult to keep arts alive as part of the curriculum. You will be part of a dynamic and expert team responsible for delivering high-profile activity, working in partnership with leading cultural and academic institutions.

We are offering a generous salary, along with staff CPD, and a fulfilling role working in a friendly, flexible and supportive environment. Benefits include:

- 25 days holiday rising 1 day each year to a maximum of 30
- Working in a vibrant city centre location, close to a mainline train station and major motorway links
- Flexible working arrangements
- Free parking
- Company Pension Scheme with generous 6% employer contribution
- Annual wellbeing fund (currently £50)
- Up to 8 extra reading days over Christmas when the office is closed for two weeks.

7. Application Procedure

Please send your CV and supporting statement to Executive Assistant, Shirley Bailey: shirley.bailey@curiousminds.org.uk. Applications must be received by midday on Monday 25th June. Interviews will be held in July (date TBC).

On your supporting statement, please clearly state how your previous experience links to the requirements of the role. Candidates who do not clearly show how their experience matches the essential criteria will not be considered.

We would be very grateful if you would complete and return the [Equal Opportunities Monitoring Questionnaire](#) with your application.

For an informal conversation about this role please contact, Derri Burdon, CEO: derri.burdon@curiousminds.org.uk or telephone: 01772 827001 / 07713094865

JD updated: May 2018 by Derri Burdon. This job description will be reviewed in 12 months.