



Job Description

POST:	Finance & Operations Manager
REPORTS TO:	Chief Operating Officer
BAND:	6

THE ROLE IN A NUTSHELL

The Finance and Operations Manager will be responsible for managing the finance support service for the organisation, together with operational support for facilities, Health & Safety, HR and IT. The post holder will take direction from and report to the new post of Chief Operating Officer (COO), be able to take the lead on developmental projects and be flexible to the changing operational requirements of the charity.

WHY CURIOUS MINDS NEEDS THIS ROLE

Curious Minds needs to maintain its reputation as a well-run, inclusive and ethical charity. We need funders and stakeholders to trust that we'll use the valuable resources we're given, to achieve positive outcomes responsibly and in line with our charitable objects. We want Curious Minds to be a great employer and a brilliant partner to work with. We want to secure the charity's future and grow its impact nationally. To meet these needs, the Finance and Operations Manager needs to be a competent, organised and experienced individual who can handle a range of responsibilities with minimal supervision and effectively manage the Finance & Operations Assistant.

WHAT YOU'LL BE DOING

- Managing day to day finance processes for the organisation, supported by the Finance & Operations Assistant.
- Managing spend against overhead budgets and highlight variances and projected over/underspends to the COO in a timely manner.
- Together with the Senior Contracts & Reporting Officer, supporting programme budget holders in tracking spend against budget on a minimum quarterly basis, identifying variances and forecasting underspends as appropriate.
- Ensuring the accounting software in use is up to date and accurate at all times to enable bank reconciliation and financial reporting.
- Supporting annual preparation of financial statements of the charity and the audit of accounts.
- Managing financial processing for other organisations such as Blaze Arts, under a service level agreement, ensuring accounting software is up to date and accurate.

- Supporting budget management of other organisations, such as Blaze Arts and preparing management accounts and forecasts for board meetings.
- Managing preparation of annual Financial Statements of other organisations such as Blaze Arts and independent examination of accounts.
- Supported by the Finance & Operations Assistant, you'll manage all premises requirements, general overhead supplier relationships and accounts
- Managing IT provider relationships support provision to the team, ensuring access to hardware, software, files and folders, subscriptions and telephone services, with appropriate guidance and support.
- Managing IT and other equipment records, including the asset register and disposals.
- Management of day-to-day HR processes and documentation including time sheets, leave and sickness records and respond to queries.
- You'll support any recruitment processes as required.
- Assisting with monthly payroll and statutory payments to meet deadlines.
- Ensuring DBS certification for internal and external workers, as necessary.
- Line-management of the Finance & Operations Assistant's workload and training needs.

THINGS WE EXPECT ALL CURIOUS MINDS STAFF TO DO

- Undertake any other relevant duties deemed necessary by the COO or Finance & Operations Manager (you).
- Actively seek out opportunities for development and income generation.
- Read, understand and adhere to Curious Minds' policies and procedures.
- Regularly update the CRM.
- Stay up to date with key developments in your specialist area and creative and cultural education generally.
- Be willing to occasionally work evenings and weekends.
- Participate in team-meetings and development days.
- Be willing to travel across the region and occasionally further afield.
- Represent Curious Minds at regional and national meeting and events.
- Follow Curious Minds' 7Cs in all areas of your work.

Person Specification

SKILLS & COMPETENCIES NEEDED TO DO THE JOB

You need to care deeply about...

- inclusion, diversity and anti-racism and increasing access to creative and cultural education for ALL children and young people
- improving the lives of ALL children and young people, especially those facing challenge or disadvantage
- the creative lives of ALL children and young people
- the right for ALL children to have regular opportunities to learn in, through and about arts and culture
- upholding high standards of accountability and transparency
- good governance within the charitable sector
- Curious Minds' vision and mission, and for its work and people.

You need to be ferociously curious about...

- Rules and legislation relating to charity finance and governance
- developing robust yet practical finance and procurement systems
- IT developments and opportunities including system integrity and security.

As a member of the Finance & Operations Team, you need to be capable and confident to...

- be organised yet flexible, able to manage competing demands on time and resource
- embrace and learn about emerging technologies and new applications to support day-to-day business and operations
- analyse and understand financial information and monitor short and medium term budgets
- produce written and verbal reports to funders and trustees
- apply and develop Curious Minds' ethos and organisational culture – underpinned by the 7Cs.

As Finance & Operations Manager you need to be confident, competent and able to evidence your ability (or willingness to learn) to . . .

- manage financial systems for a medium-sized charity underpinned by good knowledge of charity finance and law.
- monitor budgets and cash-flow for an organisation with an annual turnover in-excess of £1m.
- contribute to the annual audit process, including supporting preparation of accounts and liaising with auditors.
- deliver accurate narrative and data reports to a high standard.
- contribute to relevant policies relating to finance, Health & Safety, HR and IT in a charitable organisation and their implementation.

- carry out administrative tasks and be able to use a wide range of software and web-based applications.
- use and manage others' use of accountancy software
- practice advanced Excel skills
- hold or be willing to undertake a relevant accountancy or business administration qualification.

The 7C's Behaviour Specification

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) • 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.