

the stove network

Job Specification

Position:	Finance & Funding Development Manager
Summary:	A senior role with responsibility for the design, management, monitoring and reporting on finances, funding and solid governance.
Reporting To:	Orchestrator
Hours of Work :	21 hours per week - 0.6 FTE.
Salary:	£32,000 per annum (£19,200 pro rated), negotiable based on experience. 12 month fixed-term contract (dependent on a 3 month probationary period) with the opportunity for a salary review and continuation beyond March 2022.

Overview of Role

The Stove Network uses creativity in all its forms to encourage people to get involved in making their community a better place. The Stove helps people to learn new skills, bring new ideas to life, have their voices heard and play an active part in shaping the future.

The Stove Network is 10 years old this year, it has grown rapidly, building a dedicated core team and providing regular employment for a population of local creative and community freelancers. Annual turnover has grown to £500-£600k pa and The Stove Network has had 'Regularly Funded' status with Creative Scotland since 2015.

The proposed Finance & Funding Development Manager will be a key, senior role for us, managing delivery of our funding/income strategy and overseeing the financial direction of the organisation. The role will be part of the core Stove management team, working closely with the Orchestrator & General Manager.

We'd aim for the role to start in early March 2021 at the latest, so that there can be a comprehensive handover with our Operations Manager who has performed the role for 7 years. 2019-20 annual accounts are audited and complete. All systems are in place and functioning well, so the new person will have an opportunity to review the systems and start the 2021-22 accounts in a way that suits their working style best.

Once this role has settled in, additional budget could be made available to hire a bookkeeper to take on some of the more administrative tasks.

Key Tasks & Responsibilities

As a small and ambitious organisation, this job description is not exhaustive and is liable to review, following discussion with the job holder, to work alongside other roles. As well as the tasks below, there would be any other reasonable work considered necessary by the employer.

Financial Management

- Manage financial systems: Xero, Soldo, credit card machine compliance, pension plan, etc.
- General bookkeeping: paying and issuing invoices, VAT returns, ensuring payroll reports correct (payroll currently run by external agent)
- Preparing accounts for annual audit
- Management reports and forecasts for the board
- Update project budgets and assist the team in understanding current position
- Monitor payroll legislation, living wage rates, salary levels and support staff around policies, e.g. SSP, maternity pay
- Develop financial policies
- Support the wider team on contracts, recruitment and commissions

Funding/Income & Strategy

- Maintain an overview of the income strategy and funding pipeline
- Research and develop new funding opportunities and areas
- Manage relationships with funders
- Write/co-write and submit funding applications
- Bring insights to management planning sessions
- Maintain funding database and ensure regular reporting
- Oversee that engagement is being captured, checking quality of data, prepare annual statistical survey for Creative Scotland
- Explore evidence-based research, barriers to participation, social impact
- Manage reporting to funders and contribute to reports as required

Board & Governance

- Company Secretary: ensure adherence to Mem & Arts, reporting to Companies House, OSCR, HMRC, maintain Risk Register
- Facilitate Board Meetings, annual Away Day, business part of AGM
- Facilitate Income & Strategy subgroup
- Ensure appropriate levels of contents, PL and EL insurance

Person Specification

Essential

- Proven and recent professional and practical experience in the design, management, monitoring and reporting on financial and budgeting operating procedures, particularly within the charity or third-sectors.
- Track record of successful fundraising
- Sound understanding of the value of informed evaluation and reporting, both to funders and in the planning of new projects

- Solid understanding of how third sector organisations operate successfully
- Open and considered approach to teamwork and communication skills
- Ability to prioritise your workload and work on your own initiative
- Excellent IT, administrative and organisational skills
- Ability to work some evening hours (board meetings)
- Ability to occasionally travel away from Dumfries
- Ability to relate to and work well with a wide cross section of society

Desirable

- Experience of working within the arts and/or community sector
- Knowledge of the national creative and cultural sectors in Scotland
- Interest in socially engaged arts
- Good network of contacts in relevant sectors

Management, Team Working and Reporting

- The Finance & Funding Development Manager would be line managed by the Orchestrator. Initial support and supervision sessions will be monthly for first three months, moving to quarterly.
- The Operations Manager will provide a full induction on existing systems and will be on hand to provide guidance and explanations through March and on an occasional, informal basis afterwards (in case of any queries on the 2020-21 accounts).
- The Finance & Funding Development Manager will attend our weekly Project meetings which everyone attends – this keeps the Café, Operations, Marketing, Blueprint100 and Lead Artists aware of what everyone else is doing and is an opportunity to plan more effectively.
- Dedicated part-time IT staff who will support the Finance & Funding Development Manager in IT systems.
- Dedicated general administrative support is not allocated to this role. The Finance & Funding Development Manager is expected to undertake most of their own admin with some support from other team members by negotiation.

Recruitment Process

To apply for the position, please send a covering letter and your CV to Ailsa Watson at ailsa@thestove.org. We will confirm receipt as soon as possible.

Deadline for applications: 5pm on Friday 5th February 2021

Interviews will be held on Thursday 11th of February, most likely via Zoom. We would like to make sure that our recruitment process is as open as possible, so if you'd like to discuss any accessibility requirements, or have questions about the opportunity in general, please get in touch with Ailsa via ailsa@thestove.org or phone her on 07854 096282 (Mon, Wed, Thu 10-4pm).