







# You're in the right place

**The Stove Network is an innovative social enterprise in the centre of Dumfries.**

We are looking for someone to join our talented team that is working at the heart of our community. We operate a hub for the region's creative sector, offering training and opportunities to the local community as well as developing projects in partnership with groups and agencies that help people make changes in the places where they live.

Through success our turnover and organisation have grown quickly, and we now have an opening for the right person to be the next piece in The Stove jigsaw. We are recruiting a Finance and Operations Manager and are looking for someone who can develop with us and provide sound support through financial and organisational systems.

**Do you have excellent organisational and financial skills?**

**Do you like being the one with all the information at your fingertips and knowing where to look for the answers?**

**Are you adaptable and do you want to be part of a dynamic and committed team that is genuinely making a difference for our local community?**

**If so, then we'd love to meet you.**



We're a cafe, a meeting place and an arts venue with a diverse programme stretching across music and literature, visual and public art, film and theatre, to town planning, architecture and design.

We use arts and creativity to encourage, to gather, learn and bring life back to our town centre. We see the arts not as something solely for an 'arts audience' but rather as a vital contribution to society on all fronts.

At the heart of everything we do is a love for our town and wider region. As the only arts-led development trust in Scotland, we work alongside our local authority, community organisations, local businesses and charities to create a vision for the future of Dumfries High Street. We're aiming to create a place where culture, community and enterprise work hand-in-hand to support a new vision of the High Street.

We work hard to raise the profile of our creative community and our town through regular opportunities, workshops, events and projects.



# Finance & Operations Manager

<b>Position:</b>	Finance and Operations Manager
<b>Summary:</b>	Managing finance, governance and administrative systems.
<b>Reporting To:</b>	Orchestrator
<b>Hours of Work:</b>	Full Time. 35 hours per week. We are also open to discussion with the right candidate about this being a part-time role
<b>Location:</b>	Dumfries Town Centre
<b>Salary:</b>	£26,000 – £30,000 per annum negotiable based on experience. Permanent contract (dependent on a 3month probationary period)

# Overview of Role

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.

Our Finance and Operations Manager will have special responsibility for overseeing financial operations from individual projects to the running of the overall business. This is a diverse and wide-ranging role which will also include coordination and administrative duties for the day to running of The Stove, including acting as Company Secretary and reporting to OSCR and Companies House.

## Key Tasks & Responsibilities

- Management of finance function, process, and income revenue for The Stove Network and Stove Cafe
- Assist in preparing annual budgets/forecasts and monitor monthly cash flows for The Stove and projects managed by The Stove
- Production of monthly management accounts and end-of-year reports.
- Working with an external chartered accountant and auditors to ensure the timely production of statutory accounts
- Company Secretary: ensure adherence to Mem & Arts, reporting to Companies House, OSCR, HMRC, maintain Risk Register
- Monitoring Charity Commission, Companies House and HMRC records and submissions
- Contributing to the financial reporting and draw down from external funding agencies
- General bookkeeping: Paying and issuing invoices, VAT returns, ensuring payroll reports correct (payroll currently run by external agent).
- Produce reports as required.
- Management of grant and funding processes including, reporting, relationship management and sourcing
- Contribute to HR processes and maintain HR records and update policies
- Monitor payroll legislation, living wage rates, salary levels and support staff around policies, e.g. SSP, maternity pay
- Ensure appropriate levels of contents, PL and EL insurance



# Essential Experience

- Proven and recent professional and practical experience in planning, management, monitoring and reporting on financial and budgeting operating procedures.
- 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
- Knowledge of Microsoft Office
- Ability to work some evening hours (board meetings)
- Ability to relate to and work well with a wide cross section of society

# Desirable Experience

- Experience of Xero, Soldo and NEST pension scheme
- Experience in the charity and/or Third Sector
- Knowledge of the national creative and cultural sectors in Scotland
- Good network of contacts in relevant sectors

This job description is not exhaustive and is liable to review, following discussion with the job holder.

# Management, Team Working and Reporting

The Finance and Operations Manager will report to the General Manager and work in collaboration with the senior leadership team who will provide any support needed with working within a new sector etc.

The main place of work will be at 100 High Street, in The Stove building in Dumfries, but some flexible and/or home working can be considered.

A full induction on existing systems will be provided and ongoing support and supervision.

The Finance and Operations Manager will attend weekly Project meetings and a Finance and Operations meeting.

# How To Apply

For informal discussions about the role, or any questions you might have, please contact Matt Baker at [matt@thestove.org](mailto:matt@thestove.org).

To apply for the position, please send a covering letter detailing your interest and suitability for the role and your CV to [info@thestove.org](mailto:info@thestove.org). We will confirm receipt.

**Deadline for applications: midnight Sunday 19th Sept 2021**

Interviews will be held on Tuesday 28th September. 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, please get in touch via [info@thestove.org](mailto:info@thestove.org) or phone us on 01387 252435 (weekdays 10-4pm).

# Equality, Diversity & Inclusion

The Stove Network wants to meet the aims and commitments set out in its Equality and Diversity Policy. An optional Equalities Monitoring Form is included as part of this application (available through the opportunities page on the Stove website). We are committed to ensuring that this project is as accessible as possible for everyone. If you have any questions or suggestions regarding the accessibility of the project, please contact us.