

the stove network

Job Specification

Position:	Finance and Operations Manager
Summary:	Managing finance, governance and administrative systems.
Reporting To:	Orchestrator
Hours of Work:	Full Time. 35 hours per week. We are also open to discussion with the right candidate about this being a part-time role
Location:	Dumfries town centre
Salary:	£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.

Recruitment Process

For informal discussions about the role, or any questions you might have, please contact Matt Baker at 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. We will confirm receipt.

Deadline for applications: midnight Sunday 19th Sept 2021

Interviews will be held on Tuesday 28st 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 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.