

TRINITY:

Recruitment Application Pack

Finance Manager - June 2022



Application Pack for the role of Finance Manager

Thank you for inquiring about the above opportunity.

The closing date for receipt of applications is **9am on Monday 18th July 2022** and interviews will be held week commencing 25th July 2022.

Enclosed within this application pack you will find:

- Information about Trinity Community Arts
- Job description
- Person specification
- Trinity Recruitment Policy

How to Apply

To apply please download and complete an [application form](#) and email to info@trinitybristol.org.uk with 'Finance Manager' in the subject. Please also complete an anonymous online [Equal Opportunities Monitoring Form](#). Please note we do not accept CV applications.

Commitment to Equal Opportunities

Trinity is an Equal Opportunities employer and actively encourage applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describe exactly how you meet the requirements as this is the basis on which candidates will be shortlisted for interview.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process as required to reduce any potential barriers faced by applicants and to give them equal access to employment opportunities.

If you need this application pack in a different format or would like to submit your application to us in a different way, e.g., by video or sound file or if you require any reasonable adjustments to the interview and selection process, please contact us via email at info@trinitybristol.org.uk or via telephone on 0117 935 1200.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the role. vacancy.

About Trinity

Our mission is to empower communities through arts and make sure everyone has the opportunity to access and shape arts and culture in Bristol.

We provide a progressive programme of arts and cultural events, social activities and projects, giving people space to come together, create, connect, learn, share and celebrate.

Based in the Trinity Centre, this much-loved historic landmark is a cultural hub for East Bristol and one of the city's few remaining independent live-music venues, used by over 60,000 people each year.



Trinity's message is, "YOU can create"

People living locally to Trinity lead rich cultural lives. There is a breadth of taste and appetite for a variety of opportunities and ways to be creative. So, we keep our definition of arts and culture broad and our framework flexible, to be able to respond to that diversity.

The Centre's colourful history has embedded it firmly in the hearts and minds of generations of Bristolians. Our shared heritage is a powerful source of social capital, enabling people from different backgrounds to build commonality and a sense of shared identity and pride.

People are attracted to Trinity by the breadth of our offer and freedom to realise their own ideas. Our asset-based community development model sees us blending high quality arts provision with bottom-up community engagement, working with local residents and key underserved groups to express themselves creatively.

Working with over 200 cross-sector partners annually, we provide a programme of contemporary, participatory, socially engaged arts, engaging 60,000+ people across over 1,000 events and cultural experiences. Our position, track record and approach mean's we are uniquely placed to empower communities through arts; improving individual well-being, building communities and enhancing society in pursuit of our vision: creative expression for all.

Our Vision & Mission

Trinity's vision is for everyone to have the opportunity to access and shape arts and culture because we believe art improves individual well-being, empowers communities and enhances society.

Our mission is to empower communities through arts. We do this through providing a diverse programme of arts, heritage and cultural projects, activities and events.

Projects are supported by a range of national and local funders, individual donations and income we generate ourselves.

Job Description for the role of Finance Manager

Contract type -	Permanent
Hours per week -	Part time - 15 hours per week
Annual Salary -	£36,922 to £40,876 full-time equivalent (£14,768 to £16,350 based on 15hr pw)
Location -	Trinity Community Arts Centre; Bristol, with option to work remotely
Reporting to -	CEO
Direct reports -	The post holder will line manage 1 employee

About the Role

We are looking for a part time Finance Manager to join Trinity as we continue to rebuild the organisation and deliver against our charitable objectives.

The role will require someone who is willing to work flexibly and independently. You will have a background in finance within a complex organisation, confident and able to adapt your skills, whilst managing a critical business function.

You will oversee the financial functions of the organisation and assist the CEO, providing oversight of financial systems and related data - including review and analysis to ensure Trinity is compliant with financial charity and governance requirements.

Key responsibilities

Financial management

- Accountable to the Business Development Director for the financial management of the charity and trading subsidiary
- Preparing financial statements including quarterly Management Accounts, cash flow forecasting and finance reporting to the Finance Sub-Group, Leadership Team and Board of Trustees
- Providing information for annual audit and supporting auditor to produce SORP compliant annual accounts

Overseeing general finance and bookkeeping duties

- Supporting and overseeing the Finance Officer to process payments and inter-company transactions, recharge journals, payroll and reconciling accounts at month end
- Fulfilling statutory requirements e.g. VAT returns, corporation tax, Charity Commission reporting and PAYE/Nl contributions
- Working with and guiding wider team to ensure good financial monitoring and record keeping (using QuickBooks), in accordance with agreed policies and procedures
- Periodic review of essential services e.g. insurance, utilities
- Managing HR tool to track staff leave and absence
- Overseeing Finance Officer to conduct relevant checks incl DBS

Job Description for the role of Finance Manager - continued

Financial analysis

- Working with the Finance Sub-Group to develop budgets, including restricted project budgets, management and analysis
- Reviewing and improving financial systems, accounting processes and procedures, producing/updating documentation as required
- Analysing financial performance to assist with strategic planning and decision-making e.g. analysis for cost-benefit, return on investment, demonstrate best value

Line management

- Line manage Finance Officer and oversee other relevant staff and contractors (e.g. external Auditor) as may be required

Other

- Fulfilling the role of Company Secretary, ensuring compliance with statutory requirements and relevant legislation
- Upholding Trinity's policies; maintaining excellent financial controls and implementing relevant policies and procedures across the organisation in relation to accountable areas
- Taking part and/or taking an active role in any training that may be required

Additional duties

Other duties as may be reasonably required:

It is in the nature of the work required that the tasks and responsibilities of the Finance Manager will in many circumstances be unpredictable and varied. The position will therefore also be expected to undertake any other duties and/or responsibilities in connection with the organisation's financial and operational activity, as the CEO may from time to time direct, and which will not be covered in the job description. These additional duties will normally be compatible with the Finance Manager's regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the job, it will be included in the job description in consultation with the Finance Manager.

Person Specification for the role of Finance Manager

We would love to hear from you if you have:

Qualifications

- A qualification/accreditation in relevant field e.g. ACCA/CIMA, or equivalent experience

Experience

- Experience in financial management for businesses/charities of comparable scale (e.g. £1m+ budgets)
- Experience using QuickBooks, or similar accountancy software, including budgeting, financial analysis, monitoring and reporting at a senior management level
- Proficient in interpretation and presentation of financial information to non-finance staff / Trustees
- Knowledge of Charity Reporting and Accounting SORP FRS 102 and an understanding of financial reporting requirements for charities
- Line management experience

Skills

- Proficient in Excel
- Excellent numerical skills
- Good communication skills
- Transferable office ICT skills across a range of systems including HR & Finance systems and electronic diary management
- Confidence using non-proprietary software solutions
- Good general administration and organisation skills
- Able and willing to learn/use new systems
- Able to use initiative and work with minimum supervision
- Excellent time-management skills and the ability work to meet deadlines
- Excellent leadership skills with the ability to develop and motivate others

Personal characteristics

- Analytical with strong attention to detail
- Motivated by systems and processes
- A confident problem solver/troubleshooter
- A commitment to the values and objectives of Trinity Community Arts

Desirable

- Work experience in a diverse organisation, ideally a community art setting
- Experience using non-proprietary software solutions
- Experience using Customer Relationship Management (CRM) system

Trinity Recruitment Policy

Equal Opportunities

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class, A commitment to equality of opportunity is a necessary qualification for any job within the organisation.

Flexible working

This post is being advertised as a part-time role, 15 hours. However, Trinity has a strong track record of flexible working and are happy to discuss a range of flexible working options for this role in line with our Flexible Work Policy.

This includes remote working, varying days/times, part-time hours and/or job-share for the right candidate/s.

Safeguarding

An enhanced check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

Ex-Offenders

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

Application Assessment

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we are able to remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the Application Form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

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