



**ROSETTA
ARTS**

**Finance
Manager**

About Rosetta Arts

Rosetta Arts is an Arts Council England National Portfolio Organisation and is proud to be a dynamic organisation, delivering exciting, innovative and creative courses, workshops and experiences for underrepresented and marginalised people in Newham and wider East London. We reach out to those who otherwise have little access to the rich and transformative benefits of the arts and education; working across gender, disability, age and class; we respond to poverty and inequality by acting as a catalyst for creative talent.

At our home base in West Ham, Newham, we have several art spaces and studios including a ceramics studio with kilns, photography studio, darkroom and a gallery. Our work centres around visual arts and crafts across a wider range of artforms including ceramics, photography, drawing, painting, mosaics, printing, and greening.

Our key delivery pillars centre around;

1. Creative wellbeing.
2. Inclusive opportunities for children and young people.
3. Artist and creative sector development.

This is an exciting time to join Rosetta Arts on our new journey - over the past year, we've gone through a period of reflection and organisational development and we feel we now have the building blocks in place to reboot our exciting programmes. We have a skilled, dedicated and friendly new staff team; eight committed new Trustees and a new interim Chair - all of this is bringing new focus, passion and energy.



Finance Manager

Role summary

Post title:	Finance Manager
Salary:	£40,000 per annum pro rata
Duration of role and hours:	Part time 14 hours/week (0.4 FTE) Normal office hours are 9am - 5pm
Length of Contract:	1 year contract with opportunity to be extended
Start date:	As soon as possible.
Annual Leave:	28 days pro rata (inclusive of 8 statutory holidays per annum).
Notice period:	2 Months
Line Managed by:	CEO Jan De Schynkel
Manages/Supervises:	Accounts Officer (1 day/week)
Office base:	Rosetta Arts, 1 Hamilton Road, London, E15 3AE
Benefits:	Pension scheme, professional development budget (on completion of probation)

About the role

Rosetta Arts is seeking an exceptional person to fill a key position within our small team. The **Finance Manager** will have overall responsibility for the finance function supported by our part time Accounts Officer.

This is a varied role covering financial management, payroll, Board reporting and business management (systems and policies). The role requires a true business partner to work with the CEO, Deputy CEO and the Programme & Courses Manager on strategic and financial planning e.g. looking at areas for growth, advising on pricing approaches and business models for our new courses, workshops and corporate offer.

This is an exciting opportunity for an experienced finance person to make a difference to the efficiency of a small arts charity and by extension, better support East London's diverse communities. If this role sounds like something you are excited about and you meet most of the requirements of the job, please get in touch.

We know how much work a job application is, and we want to say thank you for that in advance.



MAIN DUTIES AND RESPONSIBILITIES

This list of tasks is not exhaustive and is subject to regular review.

Financial Management

- Be responsible for all aspects of financial management and control, and induction/training of new and existing staff in these financial systems.
- Manage the Accounts Officer to ensure all day-to-day transactional tasks are delivered, including invoice processing, payment of suppliers, bank reconciliation, expenses, VAT, sales and credit control.
- Prepare and submit VAT returns and process payroll including pension
- Prepare financial year-end schedules and ensure all accounting entries are complete.
- Liaise with and assist external auditors in the preparation of annual financial statements and tax credits.
- Prepare and submit Gift Aid claims and work with colleagues to ensure correct data gathering.

Reporting & Analysis

- Produce monthly management accounts, quarterly Board reports and cash flow.
- Work with the CEO and Deputy CEO to prepare the annual budget, forecasts and 3 year business plan.
- Liaise with and support the project managers/producers to ensure that project budgets are accurate and up to date, and to provide training where required.
- Support funding applications for core and project development by producing budgets and project reports for funders, sponsors and donors as required.
- Liaise with the Board's Treasurer for Audit & Risk subcommittee, attending meetings and preparing financial updates.

Business Management Support

- Review supplier contracts and negotiate best value for money – insurance, IT, phones, etc.
- Manage the organisation's banking relationships, coordinating new account applications and updating signatories.
- Ensure savings, investments and pensions are maximised while adhering to Rosetta's ethical stance.
- Continue to manage, update and develop efficient financial systems, policies and procedures.
- Cover basic essential duties in the absence of other staff (e.g. telephone enquiries).
- Any other reasonable duties as may be required.

Key Relationships

- Supervises the Accounts Officer.
- Works closely with the CEO and Deputy CEO but also routinely with project managers/producers.
- Attends Audit & Risk subcommittee and Board meetings as required, working with the Treasurer.
- Maintains external relationships with our Auditors, Banks, Insurers, suppliers and contractors as required.
- Rosetta relies on a small team of staff and although each role has clear responsibilities no one works in isolation. Collaborative working is essential to maintain a culture of mutual support and a positive working environment.
- In addition to staff and Trustees, Rosetta has a dedicated bank of volunteers.



Personal Specification

The person specification is a picture of skills, knowledge and experience required to carry out the job.

Essential experience, skills and knowledge

Please use this as a guide for formatting your application.

- Candidates should hold a recognised accounting qualification and a minimum of 3 years' experience working in a similar role
- Experience of delivering a wide range of financial tasks to a high standard, including day-to-day bookkeeping, management accounts and budgeting
- Experience of working in a charity, Gift Aid, Museums & Galleries Tax Relief or similar
- Excellent numeracy skills with the ability to analyse and present statistical information with confidence
- Clear and adept communication skills, able to quickly explain and highlight key financial points and present finances to both finance and non finance audiences
- Ability to work to deadlines and to prioritise and manage a diverse workload efficiently and with minimum supervision
- Excellent IT skills and substantial experience of using Xero and Excel

Desirable experience, skills and knowledge

- Commercial strategic acumen and the ability to spot areas for growth
- Experience of updating existing financial systems and implementing new processes
- Interest in and enthusiasm for the arts and the mission of Rosetta Arts

Additional requirements

Duties may vary from time to time without changing the nature of the post or the level of responsibility. The post-holder may also be required to carry out any other duties appropriate to the grading of the post/



Applications

To apply for this job, please:

- Download the **Application form** and **Equal Opportunities forms** from our website.
- Complete the **Application form**, using the person specification above to explain why you should be appointed to this role.
- Complete the **Equal Opportunities form** (this will be kept separate from the selection process)

Email both forms to info@rosettaarts.org by the deadline of 6 December 2024 at 5pm. Please put "**APPLICATION FINANCE MANAGER**" in the subject line of your email.

Equal Opportunities

Rosetta Arts is committed to being an equal opportunities employer and recognises the importance and advantages of diverse workplaces and communities. We particularly encourage applications from groups who are underrepresented in the cultural sector including working class people, disabled people, and people from ethnically diverse backgrounds. If you feel that this applies to you, please indicate in your application email.

The closing date for applications is 6 December 2024 at 5pm.

Interviews will be held between **9-16 December 2024** in Newham (location TBC).

If you would like an informal conversation about the role, please contact Jan De Schynkel, CEO, jan@rosettaarts.org