

JOB OUTLINE

NEWLYN
ART GALLERY
& THE
EXCHANGE

Senior Finance Manager

Salary: £ £33,073 – 38,341
pro rata (Band 9)
(part-time 15 hours per week –
preferably 4 half-days)

Report to : Director
Reported to by: Gallery Administrator

Purpose of Job:

To assist the Board and the Director in ensuring the sound financial management of the charity through the preparation and oversight of budgets, the preparation of management accounts and financial accounts. You will line manage the Gallery Administrator whose duties include book keeping.

Main Duties/Responsibilities:

Budget forecasting and control with the Director on a regular basis

Assist budget holders in the preparation and management of budgets and cashflows

Support budget forecasting for funding applications

Prepare monthly management accounts for the Director and Finance Committee and participate in monthly Finance Committee meeting

With the Director and Treasurer, prepare financial reports for each Board meeting (five per year) and attend Board meetings when requested

Support the Director in the preparation of papers for Board and sub-committee meetings

Advise the Board of finance-related changes in law or regulations

Support the Director in an annual review of rents and other charges

Prepare annual accounts for the auditor

Manage the payroll, PAYE and pensions (including liaison with managers of historic pension scheme)

Payment of invoices and pursuit of debtors

Weekly banking of entrance fees, shop and café takings from two sites

Ensure safe and secure cash and stock handling procedures are in place

Support the Operations Manager at each site in their six-monthly stock take and in other areas linked to the financial management of trading operations.

Statutory reporting/filing to Companies House, the Charity Commission and HMRC

To work with the Director and Board to agree appropriate annual performance targets for your department and to ensure these are monitored, reviewed and report as required.

To take appropriate responsibility for Health & Safety in relation to all aspects of your work.

NB: Newlyn Art Gallery Management is an equal opportunities employer and provider of services. The gallery has a duty to promote equality and all employees must be aware of that duty and work to the gallery's equality standards.