



COVENTRY CITY OF CULTURE TRUST - LEGACY ROLES FINANCE MANAGER

Reports Chief Executive Officer

Role: FINANCE MANAGER
Salary: Up to 55K gross per annum dependent on experience
Timescales: Role to commence from May / June 2024, to be delivered on a fixed-term contract until end of December 2024

CONTEXT

We have had an extraordinary 12 months in Coventry, celebrating as the UK City of Culture. The team and our partners have been working to keep our promises to the city and region - to deliver an amazing year that makes a lasting impact.

As we move into the final weeks of our year, we have announced our plans to build on our successes and are now looking to recruit a Team to write the next chapter of the story for the city that moves.

Our legacy activity will focus on a key theme explored during our year as UK City of Culture, *Green Futures*.

In this next phase, we will continue to support the creation of ambitious, engaging, interactive and playful arts programmes, co-created by cultural, educational and community organisations across the city. The Trust will also coordinate a grants programme that support these individuals and organisations to build capacity and to create extraordinary activities that enhance the city's Green Futures credentials.

During this period, we will also launch and operate The Reel Store, the UK's first permanent immersive digital art gallery.

In order to deliver our mission, 32 legacy roles have been created. This is your opportunity to join Trust colleagues and partners as we continue to use arts and culture to create a greener and more environmentally sustainable future for us all.

COVENTRY CITY OF CULTURE TRUST
2 CROFT ROAD, COVENTRY, CV1 3AZ

REGISTERED ADDRESS: 2 CROFT ROAD, COVENTRY, CV1 3AZ,
COMPANY NUMBER: 09808960
CHARITY NUMBER 1165639, LIMITED BY GUARANTEE
REGISTERED IN ENGLAND AND WALES

JOB DESCRIPTION

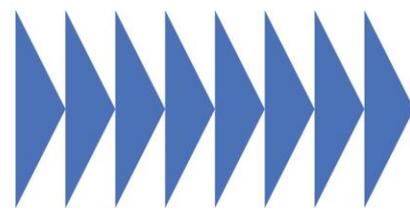
The Trust is looking to appoint a Finance Manager line managed by the Chief Executive. This most senior member of the finance team will take responsibility for ensuring financial compliance, for reporting to Trustees, for managing relationships with auditors and to ensure that monthly management accounts are prepared to the highest standard. The postholder will devise appropriate systems to ensure that colleagues and suppliers are paid in a timely manner and that all income sources are received as required to maintain a positive cash flow position. The postholder will work closely with the Chief Executive to ensure the financial health of the organisation and will support the senior team to secure the long-term operating model for The Reel Store.

THE ROLE

- To report to the Chief Executive on all finance matters
- To report to the Board of Trustees and relevant sub-groups
- To liaise with the Trust's auditors concerning bi-annual audits and the production of the annual statutory accounts
- To ensure the efficient operation of the Finance Department and manage members of the Finance Team
- To manage the Trust's insurance arrangements
- To deal with all matters of taxation – specifically VAT and Foreign Entertainers Tax
- To work with the Chief Executive to prepare the Trust's annual budget
- To ensure that the Trust's finance procedures are fit for purpose and are communicated clearly and are adhered to throughout the organisation
- To be aware of, and undertake to comply with the Trust's policies and procedures including GDPR, equal opportunities and diversity, artistic ambition, participation and engagement, health and safety, evaluation and monitoring

PERSON SPECIFICATION

- The successful candidate should be a qualified accountant
- Proven experience of managing a finance department in an SME or charity
- Demonstrable interest in the Green Futures and Climate agenda
- Competent across IT and software, including a strong working knowledge of Microsoft Office, and willingness to learn other software programmes and digital tools quickly. Note: good Microsoft Excel skills are required
- Confidence in presenting complicated financial information to senior managers and Trustees
- A can-do attitude to working in busy team structure, with experience of working with multiple partners with competing demands
- Excellent administration skills and strong attention to detail
- Excellent organisation skills, with the ability to balance and prioritise a diverse workload, working well autonomously and as part of a team
- An effective communicator, able to build and maintain relationships with colleagues, agencies, and partners
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- To be based in, or able to move within commuting distance of Coventry
- A personal and professional interest in arts, culture, and heritage



GENERAL

Coventry is one of the most diverse cities in the UK and we want our Team to reflect our diversity. We value the benefits of a diversity of life experiences, perspectives, cultural and social knowledge and are keen to hear from candidates from all back grounds, including those with lived experience. All postholders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes. This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.

PROCESS

Please submit an up-to-date CV and letter (maximum 2 pages) addressing your interest and suitability for the post with particular reference to the person specifications.

Alternatively, you can provide an audio or video submission.

As part of this process, please share with HR and Team Development any support and access requirements. We will provide assistance during the application and interview phase, as required.

Please note: If selected for interview, this is likely to take place online via Zoom. We will work with you to ensure any inclusion requirements are met. If you require additional assistance during any stage of this process, including interview, please let us know.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly based on written submissions, please complete the anonymous equal opportunities form available at www.coventry2021.co.uk/jobs.

Applications should be sent to recruitment@coventry2021.co.uk.

TIMETABLE

Advertised – Monday 9th May 2022

Deadline for submissions – This position is being advertised without a closing date. The Trust reserves the right to close recruitment for this position once we have successfully secured a suitable candidate. If interested, please submit applications at your earliest convenience.

Interviews – Held on a regular basis from w/c 9th May 2022 onwards

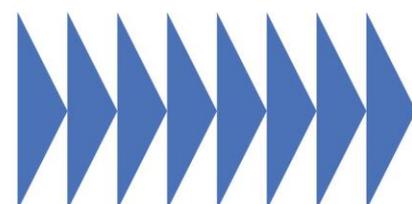
TERMS AND CONDITIONS

Salary: Up to 55K gross per annum, dependent on experience

This is a fixed term post until end of December 2024



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- The post is working 39 hours (excluding 30 minute/1-hour lunch) per week Monday – Friday at hours to be agreed between 9am and 6pm with some evening and weekend work
- Flexible working may be agreed, including the option for a blended approach to office and homeworking and to work a four-day week
- The salary is paid monthly in arrears
- If asked to work additional hours at the weekend, Time Off in Lieu will be given if approved in advance with the Line Manager
- Pension auto-enrolment is applicable and employer contributions are currently 3%. The Trust's appointed pension provider is NEST. Further details are available
- Holiday 33 days per annum including public holidays. Holiday must be taken at a time to suit all colleagues
- Main place of work is the Trust's Office with attendance at meetings offsite, combined with option for some homeworking
- There is a probation period of three months during which time the notice period is one week; on confirmation of appointment the notice period is three months
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK for duration of the contract
- The candidate's contract of employment with the Trust does not come into force until the first day of work

For more information about Coventry UK City of Culture 2021 visit www.coventry2021.co.uk.



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