

## JOB DESCRIPTION

### Head of Finance and Commerce

**Vacancy Type:** Permanent

**Full- or Part-Time:** Part-Time, three days per week

**Salary:** £25,500 per year, pro rata

**Reporting to:** Director

**Responsible for:** Retail Manager, Café Manager (contractor)

Financial planning, reporting and compliance; Admin and Human Resources management and compliance (supported by HR Anchor); Commercial planning (Retail and Café) monitoring and compliance.

**Start date:** 1 February 2022

#### **Purpose:**

The postholder has principal responsibility for ensuring the effective financial and commercial management of MOSTYN so that it can deliver its artistic objectives and mission statement against clear programme and income generation targets. This is enacted through the sound financial planning, admin and commercial operations of MOSTYN by working with the Board, Director and budget holders, contributing to MOSTYN's entrepreneurial approach towards sustainability. The post will also ensure compliance with all legal responsibilities in terms of personnel and governance administration.

#### **Main duties:**

Establish, manage and maintain financial systems that report on financial activities and provide information and projections to allow strategic and operational decision-making. This includes management accounts, cash flow forecasts, reports on activity and budgets.

Supervise and execute payment, invoicing, bookkeeping and banking activities, maintaining up to date computerised records and maximising use of the software system. Develop and maintain systems for the management of VAT and ensure returns comply with Inland Revenue requirements. Manage debtors to ensure payment of outstanding invoices, highlighting any issues of concern to the Director and those authorising expenditure.

Develop the annual budget in conjunction with the Director and budget holders and ensure the ongoing adherence and management of budgets,

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highlighting issues that may cause budgets to move outside agreed parameters.

Ensure Statutory and Legal requirements relating to a charitable organisation and company limited by guarantee, preferably in a cultural setting. This includes returns to Companies House and the Charity Commission, Audit of Accounts and providing advice to the Board, Director and Managers of any legal responsibilities prevailing upon the organisation.

Maintain the archive of MOSTYN accounts and financial activity.

Maintain systems for the recruitment, retention, development, motivation and management of employees, ensuring those with people management responsibility are aware of their responsibilities.

Manage the outsourced payroll service, ensuring employees are paid in accordance with contracted agreements and legal requirements.

In conjunction with the Director, Head of Marketing and Development, and Public Grants Manager, maintain contact with landlords, local authorities and funders and ensure records are kept.

In conjunction with the Head of Operations and Facilities Manager, maintain and where possible improve office systems, building supplies and equipment (including retail, café, venue hire, contracts and tenders, and IT), ensuring they continue to support the gallery's requirements and are cost effective.

Report regularly to the Director and prepare the Financial & Admin reports for the quarterly Director's Report to the Gallery Council.

In common with all post holders, the Head of Finance and Commerce is expected:

- To ensure adherence to all MOSTYN systems, policies and procedures
- To ensure the security of the gallery and other spaces on MOSTYN
- To act as an advocate of MOSTYN and promote its vision and activities
- To actively contribute to and support all fundraising for the organisation and be aware of MOSTYN's case for need
- To collaborate with all other departments
- To ensure MOSTYN systems, policies and processes are adhered to in the execution of the duties.

This is not an exhaustive list of duties. It may be necessary to undertake other reasonable duties for the successful execution of this role and to meet the aims of the organization.

**Outline person specification:**

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## Knowledge:

- Solid knowledge of accounting principles and systems
- An understanding of best practices in people management and how to keep updated in this area.

## Skills:

- Able to organise oneself and others in the achievement of common goals.
- Able to articulate financial principles and systems in layman's terms for non-finance professionals.
- Able to work in successful partnership and build effective working relationships with internal functions and external bodies.
- Numerate and able to estimate and monitor income and expenditure.
- Able to anticipate problems/issues/risks and that may impact the financial and operational health of an organisation.
- An attention to detail and able to work accurately.
- Able to extract financial, commercial and operational information in order to provide useful financial projection and data.

## Experience:

- The use of Sage computerised financial systems.

## Hours of work:

This is a part time role working a minimum of 22.5 hours per week. The distribution of these hours is negotiable. There may be an occasional requirement to work unsocial hours in the execution of this role.

## Application deadline and interviews:

The closing date for applications is **noon Wednesday 12 January 2022**. Interviews are expected to take place week/c 17 January 2022.

## Equality:

MOSTYN encourages applications from all backgrounds, communities and industries, and we are committed to having a team that is made up of diverse skills, experiences and abilities. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector. We are committed to equality and diversity within our workforce and all opportunities provided by MOSTYN.

We ask everyone who works with us to champion this ambition and embed it in their day to day work and monitor it our annual Equality Action Plan. Whilst some of our offices have barriers to access, we continue to encourage interest from applicants who require reasonable adjustments within the workplace.

## How to apply :

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1. Read the Job Description and Outline person specification.
2. Submit a CV and Covering Letter. Ensure you tell us how you meet the knowledge, skills and experience in the person specification.
3. Supply the names, email address, full postal address and telephone numbers of two people who can give you a reference. At least one of these should be your current or most recent employer.
4. If you would like any further information, have any specific requirements or would like to discuss any aspect of the role in confidence, please contact MOSTYN on 01492 879201 and they will direct your call to Alfredo Cramerotti, Director. Alternatively, email: [alfredoc@mostyn.org](mailto:alfredoc@mostyn.org)
5. Email your application to Karolina Bayley Hughes, Programme and Project Administrator: [Karolina@mostyn.org](mailto:Karolina@mostyn.org).
6. Any application received after the deadline may not be included in the recruitment process.
7. If this process is not an appropriate method for you because of an impairment or disability, please contact us to make alternative arrangements.

We will acknowledge receipt of all applications.