

# TANNERY ARTS | DRAWING ROOM

1-27 Rodney Place, Elephant and Castle, London SE17 1PP

020 7701 0428 admin@tanneryarts.org.uk www.tanneryarts.org.uk

## Part-time Finance Manager, Tannery Arts and Drawing Room

### Job Description

We are looking for an exceptional, pro-active, and highly organised Finance Manager with proven experience. Tannery Arts and Drawing Room are a non-profit artists' studio provider and gallery, currently based near Elephant and Castle and in Camberwell. The organisation is comprised of two different registered companies. We manage our finances using QuickBooks Desktop.

The Finance Manager is responsible for all aspects of finance, from transaction processing to financial planning. They will be responsible for the provision of timely and accurate financial information, as well as providing key financial input into decision making and strategy, and presenting this to the board and internal stakeholders.

As Tannery Arts and Drawing Room evolves all staff roles will change and evolve with it.

- Budgeting and Planning
  - Create annual budgets for the artist's studios organisation.
  - Assist the Gallery Director in the creation of annual budgets for Drawing Room gallery.
  - Provide financial forecasts including cash flow, and report these to the board.
  - Analyse financial viability of potential buildings and other projects.
  - Manage expenditure, cut costs and make savings where possible
  - Be a key member of the Tannery Arts/Drawing Room team and contributor to business planning and strategy development.
- Accounts and procedures
  - Accounts payable
    - Check and enter all supplier bills
    - Ensure appropriate authorisation for payment is received
    - Pay all bills via online banking
  - Accounts receivable
    - Create and send out invoices
    - Create memorised transactions for regular payments due
    - Enter all monies received
    - Credit control. Chase for unpaid rent and payments. Take appropriate action to guard against bad debt. Inform stakeholders re debtors.
    - Manage finances for incoming and outgoing tenants, taking deposits, returning at end of tenancy, calculating part month rents etc.
  - Manage any payroll matters with our external Payroll provider, pay staff and HMRC/Pension liabilities.
  - Quarterly VAT returns
  - Reconcile all bank accounts and query unrecognised transactions
  - Work with accountants to ensure timely delivery of end of year accounts
  - Liaise with the accountants on submission of Museum and Gallery Tax Relief
  - Create and maintain paper filing systems
  - Attend and report at board meetings

- Reporting
  - Produce quarterly management accounts: including income and expenditure statement, cash position and updated year-end forecast. Report findings to the board and directors
  - Monitor income and expenditure against budgets
  - Provide finance information to Arts Council England and funders or funding applications, as required.

## **Person Specification**

### Essential:

- At least 5 years' experience in a broad finance role.
- Knowledge of accounting software - Quickbooks Desktop experience would be a definite advantage
- Fully computer literate
- Able to create and use complex spreadsheets
- Knowledge of cash flow forecasting
- Strong written and oral communication skills
- Excellent administrative skills, efficient and methodical with precise attention to detail
- Able to work to deadlines and manage conflicting priorities

### Desirable:

- Finance qualification
- Experience of working for: non-profits or charities; artists' studios; galleries; other visual arts businesses; and /or commercial property businesses

## **Contract**

3 days per week, occasional additional hours as required, including occasional evening meetings.

Initially a 1 year part-time contract, which is very likely to be renewed or made permanent, depending on circumstances.

£30-35k pro rata, according to age and experience.

## **Application**

To apply please send CV and covering letter to [admin@tanneryarts.org.uk](mailto:admin@tanneryarts.org.uk)

Deadline: Thursday 9<sup>th</sup> August at midnight

Interviews to be held Tuesday 14<sup>th</sup> August

Position to start ideally 21<sup>st</sup> August