

# MODERN ART OXFORD

15<sup>th</sup> September 2021

Dear Applicant,

## **Finance Manager**

Thank you for your interest in the above post. Enclosed are the job description, person specification, core terms and conditions.

To apply please register at [Breathe HR](#) and upload the following:

1. a statement which sets out your suitability for the post, setting out how you meet each of the requirements in the person specification. Your statement should not exceed two sides of A4 paper.
2. a full CV, including the names and contact details of two referees, one of whom should be your current or most recent employer.
3. A completed Equal Opportunities Form (please download it [here](#)).

**Applications must be received by 9am Monday 6<sup>th</sup> October**

**Interviews will be on 11<sup>th</sup>/12<sup>th</sup> October – please indicate which you would be able to attend on your application letter, can be via Zoom.**

Modern Art Oxford is committed to creating equality of opportunity for all and we value diversity in our team. As part of [our Anti-racism Action Plan](#), we welcome applications from people from the global majority who are under-represented at the senior manager level of our organisation.

If you have any questions about the role or the application process, please email [recruitment@modernartoxford.org.uk](mailto:recruitment@modernartoxford.org.uk)

We look forward to receiving your application.

Best wishes,

**Barbara Jotham**  
**Head of Finance & Business Strategy**

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## FINANCE MANAGER

### Introduction

Founded in 1965, Modern Art Oxford is one of the UK's most exciting and influential contemporary art organisations, renowned for its bold and ambitious artistic programme that promotes diversity and internationalism and celebrates contemporary art as a progressive agent of social change.

Modern Art Oxford welcomes more than 100,000 visitors each year with 10,000 attendances in creative learning and participation activities. The organisation's digital content reaches 450,000 through Modern Art Oxford's digital channels annually. Through a wide range of high-quality content creation and programming, Modern Art Oxford aims to make contemporary art accessible and engaging to the widest audience and to promote creativity in all of its visual forms. Over the last 50 years Modern Art Oxford has brought some of the world's most important artists to the city, and the UK, and has developed an international reputation for pioneering emerging and under-represented artists.

Modern Art Oxford is a registered charity and relies on core funding from Arts Council England and Oxford City Council, and the generous support of individuals, trusts and foundations, sponsors and friends.

### Role

Modern Art Oxford's Finance Manager manages the day-to-day administration of the organisation's finances and is the lead for financial reporting. The Finance Manager works with the Head of Finance & Business Strategy to provide comprehensive financial support to the organisation including commercial operations. Working closely with all members of the team, the Finance Manager is responsible for maintaining all financial records and systems, communicating effectively at all levels and demonstrating excellent attention to detail and the highest professional standards.

### Principal Responsibilities

- To oversee and carry out all financial, accounting and payroll processes for Modern Art Oxford and be a first point of contact for queries.
- To work pro-actively alongside the Head of Finance & Business Strategy to produce monthly management accounts, budget-holder and other financial reports and to ensure that income and expenditure are managed within agreed budgets.
- To ensure that the financial affairs of the charity are managed effectively and that financial controls are adhered to at all times.
- To manage the Finance Assistant.

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## Financial Accounting

- Oversee the operation of the Sage purchase ledger by the Finance Assistant, keep unpaid balances under review and obtain refunds of credits where appropriate.
- Oversee the operation of the Sage sales ledger by the Finance Assistant, reviewing the preparation of invoices and ensuring VAT is applied where required, and chase overdue balances to maximise cashflow.
- Liaise with Retail Manager on cashiering and ticket reconciliations.
- Maintain the Sage nominal ledger, ensuring that both nominal and department codes are used correctly, setting up new codes and posting journals.
- Oversee the processing of monthly business credit card bills, ensuring expenditure is correctly allocated.
- Manage and completely reconcile monthly the organisation's bank accounts, Sage bank control accounts and produce current account analysis for the review of Head of Finance & Business Strategy.
- Carry out financial housekeeping as necessary to ensure that the information on Sage is accurate and up-to-date.
- Keep the charity's fixed asset register up-to-date and prepare monthly depreciation journals.
- Manage the Contemporary Visual Arts Network South East (CVAN SE) accounts.
- Support the Head of Finance & Business Strategy in preparing the annual statutory accounts, providing schedules, documentation and other information as requested in advance of the annual audit, and liaising directly with the auditors during the audit
- Prepare and submit quarterly VAT returns, reviewing underlying data to ensure information sent to HMRC is accurate.
- Liaise with the Development department on Gift Aid claims and submit to HMRC.
- Support the Head of Finance & Business Strategy in the preparation of the annual Museums and Galleries Exhibition Tax Relief claim.

## Payroll

- Manage all aspects of monthly in-house Sage payroll including calculations and payments for staff on contracts and paid by timesheets, pensions, PAYE/NIC, other payroll deductions, Sage journals and reconciliations.
- Ensure that HMRC receive all monthly and annual submission and payments before deadlines.
- Produce annual P60s for all employees and prepare P45 for outgoing employees.

## Management & System Accounting

- Provide support to create and implement new and changes to existing financial systems, ensuring appropriate financial controls and looking for cost and resource savings.

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- Prepare the initial draft of the monthly management accounts and cashflow forecast for the Head of Finance & Business Strategy.
- Provide budget-holders with all information necessary for them to be able to effectively manage their budgets, including quarterly Sage transaction reports, responding to ad hoc queries and the appropriate level of business partnering to achieve reconciliation with budget-holders' own budget monitoring sheets.
- Provide support to the Head of Finance & Business Strategy in the preparation of the annual budget and quarterly re-forecasts.
- Create financial models and provide ad hoc financial reports for the Head of Finance & Business Strategy and budget-holders which improve decision-making.
- Support Development with grant applications and financial reports.
- Working with Retail/E-commerce/Art Sales/Hires/Events/Café Managers to produce financial/KPI reports for commercial activities, including weekly flash reports, and with budget-holders to produce capital/project/exhibition reports.
- Support the Head of Finance & Business Strategy in managing the bank deposits of Modern Art Oxford's endowments and reserves.

## **General Duties**

- Ensure that all financial systems are kept up-to-date including Sage 50.
- Maintain financial control procedures and ensure that these procedures are adhered to by all staff including till floats, signing authorities, expenses, etc.
- Contribute to the completion of statutory and public funding returns to the Charity Commission, Arts Council England, etc.
- Provide cover for the Finance Assistant and deputise for the Head of Finance & Business Strategy e.g. attendance at meetings as required.
- Fulfill other duties reasonably requested by the Head of Finance & Business Strategy.
- Work closely with MAO team, providing financial information and assistance as required
- Very occasionally attend evening and weekend events.

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## Person Specification

- Proven experience of a wide range of duties in financial and payroll management at an equivalent level in a small to medium-sized organisation, ideally in a charity.
- Has a relevant accounting qualification (AAT or CCAB part-qualified).
- Able to produce high quality and accurate financial reports and accounts.
- Evidence of the ability to plan ahead, identify future problems or opportunities, and propose and develop strategies to deal with them.
- Staff management experience.
- Able to communicate effectively verbally and in writing with non-finance staff.
- Strong IT skills including advanced use of Excel and accounts systems, ideally Sage 50, and familiarity with Macs and Google's G-suite applications.
- A self-starter, able to work independently and to prioritise tasks to meet deadlines in a busy, fast-paced environment.
- An effective team worker.
- Excellent interpersonal skills - approachable, professional, courteous.
- Highest level of attention to detail and accuracy.
- Excellent administration and organisational skills.
- Reasonably flexible attitude to working hours.
- Ideally, an interest in arts and culture or heritage.
- A commitment to the values of equality, diversity and inclusion in the workplace.

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## TERMS AND CONDITIONS OF EMPLOYMENT

<b>Line Manager</b>	Finance Manager
<b>Salary</b>	Circa £35,000 per annum
<b>Tenure</b>	Fixed Term until at least December 2022
<b>Probation</b>	3 months
<b>Hours</b>	Full time – Monday to Friday 9.30am - 5.30pm
<b>Place of work</b>	Modern Art Oxford, 30 Pembroke Street, Oxford. Some home-working will be possible
<b>Holiday</b>	25 days plus 8 public holidays
<b>Notice period</b>	3 months in writing
<b>Pension</b>	An auto-enrolment pension scheme is in place with Legal & General. Under pension auto enrolment legislation, the employee will pay 5% (before tax relief) and the employer will pay 3% of qualifying earnings to the Legal and General plan. A salary sacrifice scheme is available after 3 months employment.
<b>Other benefits</b>	Employees are entitled to up to a 25% discount in the gallery Shop and Café. There is a staff discount and Employee Assistance Programme through Gemelli <a href="https://gemelliemployeebenefits.co.uk/news-mss-april2017">https://gemelliemployeebenefits.co.uk/news-mss-april2017</a>
<b>Disclaimer</b>	This document does not constitute an offer of employment nor forms any part of any contract