



Shetland *arts*

Job Profile

Role	Finance Manager
Department	Core Services
Competency Level	Manager
Rate	£40,000 - £45,000
Reports to	Support – Leadership Team
Responsible for	Finance Officer Finance Assistant - Income
Key Relationships	Leadership Team, Management Team of Shetland Amenity Trust Management Team of Shetland Recreational Trust Stakeholders, Staff Team, Customers, Hirers, Freelancers, Promoters, Academic Partners, Service Partners Students, Creative Community,

Principle Aim

To support the Support Lead in the management and performance of the Finance section within the Core Services department, supervising the financial functions of the organisation.

Supporting the Board in financial operations and ensuring that financial risk is properly managed. Working as part of a team that establishes an excellent reputation for service, quality, integrity and experience across all of Shetland Arts' activity including Mareel, Bonhoga Gallery, the Garrison Theatre, The Institute, online and any other space that SADA may use.

To support the delivery of finance support services to Shetland Amenity Trust and Shetland Recreational Trust under Service Level Agreements.



What you will do:

The following gives an indication of the duties that the post may involve. The exact nature of these duties will change over time and the post holder will be expected to work flexibly and carry out any work that is reasonably required.

1	Manage the day-to-day financial processing for the organisation including ensuring that processes and systems are fit for purpose and efficient.
2	Manage the payroll processes of the organisation.
3	Preparation of management accounts, annual accounts and budgets for all organisations in conjunction with the Support Lead.
4	Support the monitoring and preparation of monthly cash flow projections.
	Support the management team within all organisations through preparing financial information requested for any projects or service reviews.
4	Coach colleagues and staff in all matters relating to the finance function in order to build capacity.
5	Lead the Finance team, ensuring its effective contribution towards meeting Shetland Arts' objectives through delivering an efficient, customer-focused service to the whole organisation.
6	Ensure that staff within the team have the appropriate training and knowledge to carry out their duties by appropriate appraisal and objective setting, delegation of tasks, feedback and coaching.
7	Ensure all HR policies and procedures are followed including carrying out staff appraisals and development reviews and supporting recruitment for the team.
8	Support colleagues through the analysis of financial information to assess organisational performance and outcomes.
9	Support an organisational culture of learning and continuous improvement by leading by example through your own personal and professional development
10	To undertake such other responsibilities as shall be assigned from time to time by the Chief Executive



Competencies	
Leadership & Management	<ul style="list-style-type: none">• You guide and motivate your team and/or colleagues towards ambitious goals• You support colleague development, recognise achievement and when responsible, manage poor performance.
Communication	<ul style="list-style-type: none">• You communicate professionally and with confidence• You can present effectively to an audience of your peers and partners• You have difficult conversations when required and create positive outcomes
Customer Focus	<ul style="list-style-type: none">• You build an understanding of partner organisations needs• You investigate and resolve complaints and communicate the outcome and reasons to all involved• You design and implement innovative solutions for service delivery to customers and/or clients
Planning & Organising	<ul style="list-style-type: none">• You ensure appropriate monitoring and milestones are in place to assess progress over the medium term• You set priorities for yourself, your team and/or your colleagues based on Shetland Arts' ambitions• You anticipate risks and challenges and have appropriate mitigation in place
Team Working	<ul style="list-style-type: none">• You support your team and/or colleagues to view decisions from a broad perspective• You involve your team and/or colleagues in setting appropriate goals• You encourage collaboration with delivery partners
Organisational Awareness	<ul style="list-style-type: none">• You have an appropriate understanding of Shetland Arts' place in the sector and how your role contributes to it• You look for opportunities to increase income or improve value• You use your previous experience to improve service delivery



Person Specification

	Essential	Desirable
Personal features and qualities	<p>A creative team player</p> <p>Flexible, adaptable and responsive</p> <p>Organised and good at working to meet tight deadlines</p> <p>Willing to work flexible and or unsociable hours, when and where required</p> <p>A passion for delivering high levels of Customer care</p>	
Relevant experience	<p>Experience in accounting</p> <p>Experience managing staff teams and budgets</p> <p>Experience with Excel and SAGE or similar accounting package required</p>	<p>Non-profit/ social enterprise experience</p> <p>Experience of coaching / training staff and volunteers</p>
Qualifications	<p>Relevant degree level qualification or AAT Qualification</p> <p>Willing to commit to further appropriate study</p>	<p>Trained in the specifics of managing finances in the not-for profit sector</p> <p>Qualified CIMA/CIPFA or Membership ICAS or equivalent</p>



<p>Skills, abilities and knowledge</p>	<p>Ability to prioritise workload</p> <p>Experience of line managing and supervising staff</p> <p>Ability to apply standards consistently</p> <p>Ability to prepare management accounts, including accruals, prepayments and reconciliations</p> <p>Excellent communication, motivational and team working skills, a high degree of flexibility and good problem solving and co-ordinating abilities to resolve unusual or unexpected situations.</p>	<p>Experience in collating and analysing statistical data</p> <p>Ability to design new processes and procedures.</p> <p>Financial planning, budgeting and report-writing skills.</p>
<p>Other</p>	<p>A proven commitment to equality, diversity and inclusivity</p>	<p>Current driving licence and/ or access to own transport.</p>