

## **Full Job Description**

- **Job Title:** Finance and Operations Manager
- **Location:** UK based hybrid (mostly online with occasional work from London based office)
- **Job Type:** Freelance, Part-time - 8 days per month for 6 months, and then 4 days per month going forward.
- **Salary:** Freelance rate of £250 per day (equivalent to £50,000 annual salary)
- **Reports To:** Director

### **Job Summary:**

We are seeking a strategic and organised Finance and Operations specialist to support the financial analysis, business modelling, and future planning of our organisation.

We work with up to 60 clients at any time, delivering a combination of long term funded programmes, income generating programmes and specific projects with individual organisations.

We need someone to carry out initial financial analysis and future projections, establish robust financial processes and work strategically with the Directors to plan for a sustainable and resilient future.

As a small team, we work collaboratively and dynamically and we are looking for someone to join us on the next chapter of our development as an organisation.

We are committed to adapting how we work to meet both our shared goals and individual needs, in ways that are accessible and welcoming to a broad range of people.

### **Key Responsibilities (first 6 months):**

#### **Finance**

- Oversee and manage the organisational finances
- Conduct a thorough analysis of the organisations finances over the last 24 months and present the findings to the Directors
- Create a clear and user friendly system for financial forecasting
- Gain a thorough understanding of the nature of the work of the organisation and use this contextual information to inform future projections
- Generate financial forecasts for the organisation based on the historical analysis and an understanding of our future plans
- Understand the financial admin needs of the organisation in order to recruit for a new Administrator who will be responsible for admin long term

## **Business Development**

- Lead on a 3 month period of strategic business planning, working with the Directors and staff team
- Use the financial analysis, forecasting and business planning to generate a clear and collaboratively owned business plan for the organisation for the next 3-5 years

## **Organisational Operations**

- Research and identify systems to support the overall running of the organisation and work with the newly appointed Administrator to implement the use of these systems
- Attend weekly team meetings and schedule additional meetings as required for the development of the work
- Oversee the purchase and renewal of relevant company insurances
- Oversee the purchase and renewal of necessary software licenses
- Manage tenants in the London office
- Manage the services and suppliers of the London office
- Manage and update company policies

## **Key Responsibilities (after the first 6 months):**

### **Line management**

- Provide Line Management for the Project Administrator

### **Finance**

- Oversee and manage the organisational finances, working with the Administrator on a weekly basis
- Generate and present quarterly financial forecasts and contribute to decision making on project and programme delivery based on this information

## **Business Development**

- Monitor and report on the business development progress
- Adapt and evolve business plans as needed, in collaboration with the Directors

## **Organisational Operations**

- Oversee the smooth running of organisational systems and manage the Administrator in the implementation of these
- Attend weekly team meetings and schedule additional meetings as required for the development of the work
- Oversee the purchase and renewal of relevant company insurances
- Oversee the purchase and renewal of necessary software licenses
- Manage tenants in the London office

- Manage the services and suppliers of the London office
- Manage and update company policies

### **Qualifications, Skills and Attributes**

#### **Essential:**

- Demonstrable experience in financial analysis, management and forecasting
- Demonstrable experience of working with small businesses
- Experience in establishing organisational systems and project management tools
- Excellent understanding of the arts and cultural sector in the UK
- Strong organisational and multitasking skills with attention to detail
- Proficiency in QuickBooks (or similar software), Microsoft Office and Google Drive
- Excellent written and verbal communication skills
- Ability to collaborate effectively in a team
- Ability to work independently, under your own initiative to get tasks completed in good time and to a high standard
- You will be comfortable working in a small, fast paced organisation

#### **Desirable:**

- Demonstrable experience in business planning and business development
- Experience of managing mixed income streams including commercial and charitable
- Ability to 'horizon scan' and think strategically
- Experience of leading whole organisation development and working collaboratively with teams
- Experience of line management
- Problem-solving skills and the ability to adapt to changing project requirements
- Time management and ability to prioritise

#### **How to Apply**

We would like to know about your employment history, relevant experience and how you meet the job requirements. You can share this with us in a format of your choosing which might include:

- A CV or equivalent and a letter
- A video or audio file that gives us the relevant information

Please also let us know if you are available for an interview on 14 August, and what time of day would be your preference, when you send your application.

Please send your application to Laura Twemlow [l.twemlow@peoplemakeitwork.com](mailto:l.twemlow@peoplemakeitwork.com) by 12pm on Wednesday 6th August.

Interviews will take place on 14 August and will be 30 min conversations on Zoom.

If you would like to have an informal conversation about the role in advance of applying please get in touch with Clare Thurman [clare.thurman@peoplemakeitwork.com](mailto:clare.thurman@peoplemakeitwork.com)

## **Support**

We are committed to working inclusively, and we are happy to provide support during the process of applying for this role. This support might include captioning, BSL or audio description, as well as things like working around caring responsibilities or other commitments that we can help with. Please get in touch with Clare if you think you might want some support in making your application or for the interview.