

## Entelechy Arts

### Job Pack & Job Description

### Finance and Monitoring Manager



Entelechy Arts is looking for a Finance and Monitoring Manager to join our fantastic team! This is a key role within the organisation, overseeing the financial and reporting aspects of the charity, working closely with the programmes team and reporting to the Director and Board of Trustees.

#### **About Entelechy Arts**

Entelechy Arts is a long-established, much respected community arts company, based in Lewisham. We produce projects which powerfully test the boundaries between art, creativity, care, wellbeing and community.

We believe in the creative power of the individual, and that everyone should have the opportunity to contribute to the creative life of their local

community. This richness in sharing stories and experiences of those who can often feel underrepresented, encourages stronger communities, changes perceptions, and ultimately helps people live healthier, happier and more connected lives.

We produce vibrant and important cultural programmes, created by and for the communities we work with, namely isolated older people, those living with profound and multiple disabilities, and those living in care home environments, enabling them to play an active and visible role in the creative life of their community.

#### **Terms:**

- 14 hours per week - flexible working - either to take place on set days / times or managed flexibly
- £34,000 - £36,000 pro rata
- Open to hybrid working
- Open to someone undertaking this as a payroll employee, or as a freelancer / company

#### **SUMMARY OF DUTIES**

##### **Financial duties:**

- **Bookkeeping** - manage the bookkeeping function and prepare accounts up to trial balance
- **Payroll** - manage Payroll
- **Accounts** - prepare draft statutory accounts in accordance with SORP. Liaise with auditors
- **Project Budgets** - create, update and monitor individual projects, cross-company and global budgets on a monthly basis
- **Financial reports** - design and prepare monthly / quarterly management accounts and other ad-hoc reports

##### **Monitoring duties:**

- **Fundraising contracts** - managing the 'aftercare' from successful grants, including overseeing the contracts, objectives and terms and conditions of a grant agreement
- **Reporting** - overseeing the reporting at the end of a funding period, including collating data and compiling the reports
- **Contracts** - creating, sending out and monitoring freelancer contracts

## **DETAILED TASKS:**

### **Financial Accounting**

- Record transactions in Quickbooks:
  - Sales & sales receipts
  - Purchases & purchase payments
  - Employees' expense reimbursements
  - Payroll, prepayments and accruals journals
  - Cash payments & receipts
- Reconcile/monitor nominal accounts on a monthly basis:
  - Balance sheet: bank accounts, accruals, prepayments, payroll control account, pension control account, debtors & creditors control accounts, etc.
  - Profit & Loss items: reconcile P&L accounts against individual budgets
- Payment Run: prepare and pre-approve two payment runs a month.
- Payroll: review/update payroll system & prepare and submit RTI and pension contributions to relevant authorities on a monthly basis
- Oversee creditors and debtors, ensuring good cash flow and transactions are completed
- Manage organisational cashflow
- Audit accounts at the end of each financial year in preparation for the Independent Examination:
  - Review/prepare all paperwork to send to auditors.
  - Draft statutory financial accounts according to SORP
  - Answer any queries raised by auditors
  - Submit statutory accounts to Charities Commission

### **Management Accounting**

- Review Trustees' approved budget activity with General Manager and Director at the start of the year. Analyse all funding available and its restrictions to ensure optimum allocation of funds across core and individual programmes.
- Hold meetings with team members to discuss the structure/delivery of the programme for the year as per budget available and funder's restrictions.
- Create individual programme/project budget control spreadsheets and link them to the global budget and management reports.
- Update individual budgets with actual expenditure on a regular basis.
- Hold monthly meetings with Programme Managers/Programme Coordinators to review budgets and ensure all expenditure has been

included and that delivery/outcome is as expected/required by funders.

- Hold monthly meetings to review overall budget and budget forecast with Director & General Manager.
- Update reports, notes, graphs, cashflows, etc and ensure everything reconciles before issuing management reports.
- Prepare ad-hoc reports for funders, management and trustees.

### **Monitoring and Reporting**

- Reviewing incoming funding and grant agreements and contracts.
- Overseeing monitoring of reporting and briefing the programme lead on the deliverables for the grant.
- Ensuring that the reporting is going to plan, on target for outcomes and on budget.
- Compiling the funding reports including data, stats, quotes and report writing to send back at the end of the grant period.

### **Other tasks:**

- Salesforce Admin:
  - Objects: add/change fields, update/change report templates, etc.
  - Issue passwords, new employee accounts, update certificates, etc.
- Contracts: issue and update contracts for freelancers.

### **Candidate attributes:**

We are looking for someone:

- Experienced in the tasks outlined, with a minimum of 3 years' experience working with a charity in a financial capacity.
- Pro-active and able to work autonomously on undertaking the tasks necessary.
- Familiar with Quickbooks and ideally Salesforce.
- Engagement with and appreciation for the culture and arts sector, and particularly the work that Entelechy Arts is doing.

### **Equal Opportunities**

Every day we work with people from a wonderful, wide range of backgrounds, and we are keen to hear from a diverse range of candidates with different perspectives, experience and knowledge. We are actively trying to diversify our staff workforce. We particularly welcome interest from Black, Asian, Minority Ethnic and disabled candidates.

### **Access & Support**

We are committed to ensuring anyone can take part in this opportunity. If you have specific support requirements, please get in touch to discuss how we can meet your support or adjustment needs for your application or interview.

If you have any questions, have access support requirements or would like any assistance with the language and terminology in this document please contact Gaia by email: [gaia.bini@entelechartyarts.org](mailto:gaia.bini@entelechartyarts.org) or by phone: 075 9358 0572 who will be able to discuss further or arrange support.

### **Application**

To apply, please email your C.V. and a covering letter to Gaia:

[gaia.bini@entelechartyarts.org](mailto:gaia.bini@entelechartyarts.org) **by 10am on Tuesday 8<sup>th</sup> November 2022** with subject line "Finance and Monitoring Manager".

Interviews will be arranged in mid-November (date to be confirmed).