

STUART HALL FOUNDATION

Operations and Finance Manager

Role Title: Operations and Finance Manager

Salary: £42,000 FTE (£25,200 per annum, three days per week)

Working Days: Part-time (three days per week), Monday to Wednesday

Contract: Permanent

Location: Remote within the UK, with occasional travel to meetings and events

Holidays: 25 days' annual leave plus public holidays (pro rata for part-time staff)

Benefits: Flexible remote working, a supportive and collaborative team culture, and opportunities for training and professional development.

Pension: Workplace pension scheme with a 5% employer contribution, matched by a 5% employee contribution.

Probation Period: Three months

Deadline for applications: Sunday 2nd August 2026, 23:59

Start date: October 2026

The Stuart Hall Foundation is seeking an experienced Operations and Finance Manager to support the effective financial, operational, and governance management of the Foundation. Working closely with the Executive Director, team and Trustees, the role plays a key part in ensuring the smooth day-to-day running of the organisation and its long-term sustainability.

About the Stuart Hall Foundation

Inspired by the life and work of the eminent scholar and intellectual Professor Stuart Hall, the Stuart Hall Foundation (SHF) was launched in 2015 by his family, friends and colleagues to continue his life's work and build on his unique and distinct legacy by attending to the urgent political, social, and cultural questions of our time. Our mission is to popularise critical thought by supporting the creative and intellectual development of a new generation of artists, academics and activists who are dedicated to challenging issues of inequality through their work. We pursue this mission by equipping underrepresented practitioners with the learning resources and research opportunities necessary to shape and expand public debates on politics, history and culture. We fulfil our mission by:

- Creating Opportunities - offering artist residencies, commissions, scholarships, fellowships, and other opportunities to underrepresented people from a variety of backgrounds, disciplines, and geographic locations.

- Convening Spaces - creating digital and physical spaces for the public, our network of artists, researchers, activists and other stakeholders to exchange and generate ideas together.
- Developing Digital Resources - creating free-to-access digital learning resources that encourage critical thinking and interdisciplinary approaches to address contemporary political and cultural issues (across arts, academia and cultural activism).

Role Description

The Operations and Finance Manager will play a central role in ensuring the effective day-to-day running of the Foundation. The postholder will lead on governance, administration, finance, compliance and organisational systems, ensuring the charity operates efficiently, meets its regulatory obligations and has the infrastructure required to deliver its strategic objectives.

Working closely with the Executive Director, team, Treasurer, and Trustees, the Operations and Finance Manager will oversee financial management, governance processes, organisational administration and operational planning, while also supporting fundraising activities to ensure the Foundation's long-term sustainability and effectiveness.

Required Experience and Skills

Operations, Finance and Governance

- Proven experience in an operations or administrative management role within a charity, arts, or non-profit organisation.
- Understanding of charity governance and experience supporting Boards, Committees, or Trustees.
- Strong financial management experience, including budgeting and cash flow monitoring, invoice processing, payroll administration, project budget reconciliation, preparation of management accounts and financial reports, and coordination of year-end accounts preparation.
- Excellent attention to detail, with a track record of maintaining accurate records and ensuring compliance with organisational policies and procedures.

People and Organisational Management

- Knowledge of HR processes, including recruitment, payroll, and fostering positive work culture.
- Ability to handle sensitive and confidential staff and organisational information.
- Excellent organisational and project management skills, with the ability to manage multiple priorities and deadlines.

Communications and Digital Skills

- Strong written and verbal communication skills.

- Highly IT literate, with proficiency in Microsoft Office applications (including Word and Excel) and the ability to quickly learn and use a range of digital collaboration and organisational tools, such as Zoom, Dropbox, Notion, and similar software.

Personal Attributes

- Proactive and adaptable, with the ability to take initiative, prioritise tasks, and respond effectively to changing circumstances.
- Collaborative and personable, with excellent interpersonal skills and the ability to work effectively with colleagues, Trustees, stakeholders, suppliers, and partners.
- Passionate about organisational planning and supporting teams to operate effectively and efficiently.

Desirable Experience

- Experience supporting grant management, fundraising administration, or donor reporting.
- Experience using cloud-based accounting software, such as Xero, to support financial management and reporting.
- Experience working remotely and managing priorities effectively within a distributed team environment.
- Interest in the work, legacy and impact of Professor Stuart Hall

We have provided below a detailed description of the role and its responsibilities. We do not expect applicants to have experience in every aspect of the role. Instead, we encourage you to draw on the skills, knowledge and experience you do have, explaining how these demonstrate that you meet the essential criteria and, where applicable, the desirable criteria.

Duties and Key Responsibilities

Governance and Organisational Development

- Lead on the recruitment, induction, and continuous support of Trustees, ensuring all Trustees are properly registered with the Charity Commission and are fully aware of their roles and responsibilities.
- Work closely with the Executive Director, Chair and Vice-Chair to ensure compliance with legal and regulatory requirements, including those set by the Charity Commission and other relevant bodies.
- Oversee the development and implementation of effective governance policies and procedures, ensuring the Foundation operates in line with charity law, best practices, and sector-specific standards.
- Support the Executive Director and Board in the identification and management of organisational risks, ensuring robust risk management frameworks are in place and regularly reviewed.
- Contribute to the strategic planning process, ensuring the organisation's long-term goals align with its charitable objectives and that its activities reflect the values of transparency, accountability, and integrity
- Ensure that the Foundation's annual reports and accounts meet Charity Commission requirements and are submitted on time.

Financial Management

- Lead and manage all financial activities, ensuring compliance with charity law and best practices in financial management.
- Oversee the efficient and accurate processing of invoices, payments, expenses, and the maintenance of precise financial records, using Xero for streamlined accounting and reporting.
- Work with the Treasurer and the Executive Director to review and implement processes for improving financial management, including the effective use of Xero to enhance efficiency and accuracy.
- Support the Executive Director in the development of the annual and 3-year organisational budget, providing strategic financial analysis and insights to guide decision-making.
- Lead the preparation and presentation of detailed quarterly and annual financial reports to the Board of Trustees, ensuring full transparency and alignment with organisational goals.
- Collaborate with the Treasurer and external financial advisors to prepare the Annual Accounts, ensuring all statutory and regulatory requirements are met and that the accounts are accurate and submitted on time.
- Manage the processing of individual donations and Gift Aid claims, ensuring compliance with HMRC guidelines.

Administration and Operations

- Ensure efficient and effective operational management of the charity, overseeing key administrative functions such as HR processes, financial reporting, and ensuring compliance with charity law and regulations.
- Implement governance policies and procedures, ensuring the charity adheres to charity law, best practices, and regulatory requirements.
- Oversee the coordination and scheduling of Board meetings, preparing agendas, taking minutes, and ensuring follow-up on action items, ensuring smooth communication between the Board and the Executive team.
- Manage day-to-day operations, including office system management, resource allocation, and ensuring that operational processes support the charity's mission and objectives effectively.
- Provide operational support for staff and volunteers, ensuring that HR procedures are followed, including recruitment, training, and performance management.
- Ensure the charity's operations are running efficiently by monitoring systems, procedures, and workflows to identify areas for improvement and implement best practices.
- Manage and oversee the charity's CRM system, ensuring accurate and up-to-date records of donors, funders, and key stakeholders. Ensure that CRM data is used effectively for donor stewardship, communications, and fundraising activities.
- Maintain accurate records of meetings, decisions, and documents, ensuring confidentiality and accessibility as required.
- Support the preparation of the charity's annual reports and other required documentation for submission to the Charity Commission and other relevant bodies.

Fundraising

- Support the Fundraising Officer in the delivery of the Foundation's fundraising activities, providing administrative and operational support as required.
- Support the administration of the Foundation's regular giving programme, ensuring accurate record-keeping and donor stewardship.
- Maintain accurate records of funders, donors, applications, and fundraising activity within the Foundation's CRM system.

Application Process

To apply, please complete the online application form, available here: [LINK](#).

As part of the application form you will be required to submit a CV (maximum two pages), a one-page A4 cover letter, and contact details for two professional referees.

We also encourage applicants to complete our Equal Opportunities Monitoring Form. This is optional and will not form part of the selection process.

If you have any queries, please contact: info@stuarthallfoundation.org

The deadline for applications is **2nd August 2026 at 23:59pm**. Unfortunately, we are unable to accept late applications.

Interviews will take place via Zoom on **w/c 24th August 2026**.

The appointment is subject to satisfactory previous employment references.

Diversity, social justice and access were central to Stuart Hall's work in education and the arts, and are embedded in the Foundation's values, programme and approach. The Stuart Hall Foundation is an equal opportunities employer and welcomes applicants from all backgrounds.