



# HEAD OF FINANCE AND OPERATIONS APPLICATION PACK – AUGUST 2024



## **Background – Union Chapel - inspiring space, inspiring lives**

Union Chapel is a unique multi award-winning performing arts venue, with a global reputation for international cultural events engaging diverse audiences. For 30+ years events have been our lifeblood and income, annually engaging 100,000+ visitors through 250 events.

Union Chapel is more than a venue. A Grade I listed Gothic architectural jewel, it is also home to charities tackling homelessness, social justice, empowering local communities with creative groups, training and employability programmes for local communities. Profits from events substantially support our vital charitable work with local communities and we are a model of good practice for community engagement. It is also the home to a working, progressive and inclusive church.

This role joins Union Chapel Project (UCP, the charity) and the Union Chapel family at a pivotal time as we begin to reshape our strategy to reposition ourselves as a leading ethical venue and centre for all, where culture, community, heritage and social justice come together in union.

**Job Title: HEAD of FINANCE and OPERATIONS**

Responsible to: Union Chapel Project Board of Trustees.

Responsible for: Finance Manager, Office Manager.

Additional key relationships: UCP Finance and Remuneration Committee, Union Chapel Church, The Margins Project, Union Chapel Directions, Leadership Team, Development team, auditors, Charity Commission, and other statutory bodies as required.

Salary: £47-50,000 full time.

Terms: Permanent.

Start date: ASAP.

**About the role:**

The Head of Finance and Operations will be a key member of UCP's Leadership Team and have responsibility for the overall financial and operational management of the charity and its subsidiaries. The three entities within the Union Chapel Project group are:

Union Chapel Project (UCP) Company no. 02583801, Charity no. 1010166

Union Chapel Directions (UCD) Company no. 03047257

The Margins Project (UCM/Margins) Charity no. 1153070

UCP is the parent organisation of Union Chapel Project group with overall strategic responsibility for activities within the building and is primarily responsible for its conservation and repairs, supported by UCD which operates the venue on a commercial basis. Margins leads the community and social justice aspects of our work. The Union Chapel Church (Charity no. 1172808) is a separate entity that does not form part of the Union Chapel Project group although there is a day to day working relationship with this entity.

The primary place of work will be the Union Chapel offices, with any remote working being subject to agreement.

The UCP Board are keen to appoint a person that can develop the internal finance function to ensure it is robust, fit for purpose and delivers effectively to key stakeholders both internally and externally in line with its mission, aims and values. The role includes oversight of the finance and operations functions where day to day activities are managed by a full-time Finance Manager and a part-time Office Manager.

The key stakeholders are the UCP/UCD/The Margins Project boards, the Finance and Remuneration Committee, external funders/suppliers/promoters and internal organisational budget holders. The role includes the ongoing development of management reports for budget holders, board reporting packs and a strengthening of financial procedures and controls.

The successful candidate will be an exceptional finance leader with proven experience of all the main elements of running and developing a finance function, including management and statutory accounts production, budget setting, forecasting, cashflow management, fund accounting and reserves monitoring. In addition, the candidate will have experience of oversight of HR and IT functions, reporting to multiple boards, managing competing priorities and strategic leadership on the financial and operational elements of the business plan.

## Job Description

Job Title:	<b>Head of Finance and Operations</b>
Responsible to:	UCP Board, Finance and Remuneration Committee, Treasurer
Line Manager to:	Finance Manager, Office Manager
Purpose of Job:	To lead UCP's finance and operations functions and ensure that the Union Chapel Project group is financially and operationally managed in an efficient and effective manner. Key duties and accountabilities are detailed below.
Terms:	Full time 37.5 hours per week.  Occasional evening working required to attend board meetings and other work-related events.
Salary:	£47-50,000 full time.
Benefits:	Pension scheme: 5% employee contribution, 3% employer contribution
Annual leave:	23 days plus the 8 public holidays. Increases by one day per annum for every additional two years' service
Events:	Free entry for employee and 3 guests to UCD events
Place of work:	Union Chapel Offices at 19b Compton Terrace, London N1 2UN. Some remote working possible.

## Key Duties & Accountabilities

### FINANCE

- Ongoing review of the finance function operations with recommendations to the UCP board as to how to ensure the most effective and robust function to meet the requirements of internal and external stakeholders
- Continue to develop and streamline the financial management reporting pack for:
  - UCD/UCM/UCP Boards
  - Internal budget holders and Leadership Team
- Maintain, closely monitor and further develop a robust cash flow reporting model on an entity and consolidated basis. The model is the basis for internal monitoring use and inclusion as part of the respective board packs
- Implement the recently agreed inter-company recharge system
- Maintain and further develop existing fund and reserves accounting and reporting to ensure accurate and supported, respectively, by grant agreements and the internal reserves policy
- Own the existing financial policies and procedures to ensure fit for purpose, internal compliance and compliance with general GAAP, the Charities SORP and all current laws and guidelines. This will include their review by the Finance and Remuneration Committee on a rolling basis
- Lead on the annual budget preparation for each entity ensuring alignment with business plans and reserves policies. Present the respective budgets to the entity boards for review and approval prior to recommendation to the UCP board for approval. Monitor and report on performance against these and regularly prepare forecasts to reflect expected financial performance outcome

- Oversee the delivery of a successful and timely year end audit in accordance with the Charities SORP and Company Law. This includes the agreement of a timetable with UCP Board and the auditors, delivery of accurate and timely information to the auditors, prompt follow up of queries and oversight of the production of the statutory accounts (by the auditors) and trustees report
- Manage the relationships with external financial service providers – banks, insurance brokers, auditors, electronic payments
- Ensure that all HMRC tax returns and other returns are made promptly and accurately
- Manage the finance function and Finance Manager to ensure the ongoing effectiveness of operations and working closely with other members of the Leadership Team
- Working with the Development team to ensure timely submission of Gift Aid claims and accurate record keeping in line with HMRC requirements

## **GOVERNANCE**

- Ensure that Company Secretarial duties including all necessary filings with Companies House and the Charities Commission for UCP, UCD and UCM are up to date as per regulatory requirements.
- Work with the Chairs of the respective Boards to arrange the AGM for UCP and UCM.

## **OFFICE MANAGEMENT & OTHER**

- Manage the Office Manager to ensure the ongoing effectiveness of operations and working closely with other members of the Leadership Team
- Organisational responsibility for HR, working with the Office Manager and external HR provider to ensure effective and efficient HR processes and compliance
- Manage the relationship with our external IT support provider
- Responsible for the organisation's annual insurance renewals
- Work with Leadership Team colleagues and respective Boards to develop entity and group business plan and strategy
- Close working with the Development team to ensure all grants are supported, accurately accounted and reported both to grant-making bodies and relevant UC entities
- Support other UC teams as required including: costings for funding bids/reporting and tenders, financial modelling of key projects, budget reports
- Any other duties that may be reasonably required by the UCP board or Finance and Remuneration Committee

## **Person Specification**

### **Essential knowledge, skills and experience**

- At least five years' experience in a senior financial management role (CCAB qualified, or part-qualified, depending on experience)
- Demonstrable experience of building and developing a high performing finance function
- Proven experience of writing and developing/implementing financial procedures and controls
- Proven experience of preparing and reporting financial information to entity boards
- Proven experience of managing restricted funds and of working with internal development and fundraising teams
- Experience of leading the audit process including the production of statutory accounts

- Sound knowledge of key relevant legislation particularly relating to charity accounting, VAT, payroll and pensions
- Extensive experience in the use and development of accountancy software to meet business needs
- Advanced excel skills and the confidence to develop financial models including scenario plans
- Strong interpersonal skills to provide sound advice, challenge and support
- Experience of reporting to boards and explaining complex financial information to make it accessible to all
- Collaborative approach that nurtures partnership
- Commitment to diversity and inclusion and creating an equal opportunities workplace
- Previous experience of oversight of HR and IT

#### **Desirable knowledge, skills and experience**

- Knowledge of Charity VAT, in particular partial exemption, and Gift Aid
- Experience of working within and accounting for a multi-entity group, with a mix of commercial and charitable entities
- Experience of accounting for large capital projects
- Experience of reporting to funders
- Experience of maintaining Companies House and Charity Commission registers
- Previous experience within an arts venue

#### **Additional Information**

You will be asked to fill out an equal opportunity form for our HR monitoring purposes. Training will be provided when/ as necessary, eg first aid, ladder training, fire marshall.

#### **How to apply**

Please apply with your CV and a covering letter, of no more than two pages, outlining your skills and experience to meet the requirements of the role, why you want to work for Union Chapel Project and your availability to start.

Email to [gordon@renownedresearch.com](mailto:gordon@renownedresearch.com) 'Head of Finance' in the subject line. Gordon Montgomery is a trustee of UCP and the Chair of UCD.

**Closing date: Monday 9 September 2024, 9am**

Interviews will take place w/c 16<sup>th</sup> September 2024

#### **Equality and Diversity**

We are working to become an organisation that is representative of our local community and want to recruit people from a range of backgrounds who reflect the diversity of our community. We particularly encourage applicants who are currently underrepresented in our board, workforce and wider sector. This includes but is not limited to candidates who identify as being from Black, Asian and other ethnic backgrounds from the global majority, and candidates who identify as being disabled. We also particularly welcome applicants with their own lived experiences of the challenges we aim to address.

Please complete our [Equal Opportunity Monitoring form](#) and email it to [recruitment@unionchapel.org.uk](mailto:recruitment@unionchapel.org.uk)

It will be treated in confidence and will not be seen by the staff directly involved in the appointment.



**Photo credits:**

Front page: *Live At The Chapel*, credit James Bridle | End page: *Community Leaders*, credit Michael Chandler & The Margins Project Chef Iraj



Shortlisted  
Organisation

Awarded by  
CALOUSTE GULBENKIAN  
FOUNDATION  
MILWAUKEE



*Shortlisted*  
Best  
Loved