

RECRUITMENT PACK

FINANCE MANAGER



O **LD**
DIORAMA **ARTS**
A **C** **ENTRE**

Old Diorama Arts Centre
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201 Drummond Street, Regent's Place, London, NW1 3FE

Charity no.
283452

Company no.
1585918

WHO ARE WE?

Named in homage to our iconic original home, Old Diorama Arts Centre (ODAC) has a long and radical history supporting London's artistic ecology and communities in Camden.

ODAC's mission is to be a vibrant, nurturing centre where artists and residents come together to make the change they need; serving as a springboard for artistic creation and community action, with the neighbourhood and cityscape of Euston as our inspiration, collaborator and stage.

Our overlapping strands of activity are:

- **SPACE TO CREATE** - Space for the live arts, creative industries and local communities to make, explore and collaborate.
- **RESIDENT PARTICIPATION** - Inclusive, participatory projects co-created with residents of Regent's Park ward and wider Camden.
- **ARTISTIC EXPLORATION** - Interdisciplinary artistic support and commissioning, as part of London's Knowledge Quarter.

Our focus is on:

- **CIVIC & SOCIAL ACTION** - Using the arts as our tool to contribute to the health, wellbeing and cohesion of our communities and the development of the environments in which we are located.

Since 2013, thanks to British Land, our home has been a purpose-built rehearsal studios centre at the Regent's Place campus, and we now have added an additional local space to our operation, in the form of Neighbourhood Makeshop.

WHAT'S THE ROLE?

ODAC continues to be on a journey of organisational change and growth, with the financial implications that come with that, having begun to diversify our business model to expand our programmes. We are therefore recruiting a Finance Manager to lead the implementation and delivery of best-practice financial management and planning, ensuring that ODAC is ready to continue to increase our charitable impact.

This is the first Finance Manager role in the organisation and the role will involve using your knowledge and experience to develop the way that ODAC works. In recent years, financial management has been led by the Chief Executive, with a freelance book-keeping contractor and a 0.5 days/ week Finance Administrator, and we have an experienced Finance Lead on the Board of Trustees.

Our last filed accounts (Oct 2022 – Sept 2023) show income reach a record high for our charity of £854,466, up 31.4% compared to 2021-22, and a 256% increase since 2020-21 (after a pandemic-induced closure). For our financial year ending September 2024, income has continued to rise with the diversification of our business model enabling increased artistic and community impact. We are forecasting that this year or next, growth in our programmes mean that we will cross the £1M threshold.

WHO ARE WE LOOKING FOR?

The ideal candidate is someone with the qualifications and experience to lead finance within a busy growing charity, with an understanding of charity and/or arts specific finances. The successful applicant will be organised and exact, while also good at explaining financial systems to others who may not be familiar with them.

As a part-time role, we expect this role to fit alongside a range of other work or family commitments. Many of our team manage portfolio careers and additional responsibilities so we are used to that.

INCLUSIVITY

Diversity and inclusion are critical to our mission, and we need a truly diverse workforce that reflects the communities that we serve. ODAC is committed to

continuing to develop a team with diverse skills, backgrounds and lived experiences. We actively encourage applications from those who are under-represented in our organisation and marginalised in the arts and charity sectors, including those who have faced socio-economic barriers.

We encourage applications from those from the Global Majority as they are under-represented in our workforce, including but not limited to, those of African diaspora heritage, South Asian, East Asian and South-East Asian heritage, and all mixed heritages.

ODAC is an accessible venue and we welcome applications from disabled people.

ODAC is an inclusive space for all genders and sexualities and welcomes applications from members of the LGBTQ+ community.

ROLE SUMMARY:

The Finance Manager leads on book-keeping, financial management, and support and advice to budget-holders.

They collaborate with Creative Director & Chief Executive (“Director”) with financial planning and reporting.

They will be responsible for reviewing and implementing best-practice into the organisation, ensuring that its financial functions are fit for the charity’s size, purpose and growth.



Akademi performing at Regent's Roots 2024
Photo Credit: Zbigniew Kotkiewicz

TERMS:

Title:	Finance Manager
Pay:	£35,000-£38,000 FTE depending on experience pro rata (£14,000 – £15,200 real salary) per annum
Pension:	Auto-enrolment pension scheme with 4% Employer Contributions (provided by NOW Pensions)
Benefits:	Employee Assistance Programme (Health Assured) Travelcard Loan Scheme (subject to eligibility)
Contract Type:	Part time, permanent
Hours:	0.4 FTE / 2 days per week (16 hours)
Location:	NW1 3FE and remote (1 day minimum in the office / week required)
Line Manager:	Director (interim)
Manages:	Finance Administrator (0.1 FTE)



Ocean Chillingworth's 'Blood Show' in rehearsal at ODAC in 2023
Photo Credit: Zbigniew Kotkiewicz

ROLE DESCRIPTION:

GENERAL

- Support the Creative Director & Chief Executive by leading the implementation of financial administration best-practice at all levels of the organisation, including the development of a Financial Controls Manual.
- Be proactive in suggesting and implementing improvements to existing financial processes and to the planning and reporting framework, in consultation with the Director and external Accountants.
- Regularly reviewing the financial management and financial administration systems, ensuring that there are adequate financial controls.
- Support the team by leading in the implementation of financial system changes.
- Assisting staff with maintaining accurate financial systems. Trouble-shoot any financial, pay or other related financial queries for staff members.

ACCOUNTING

- Maintain accurate financial records on accounting software (currently Quickbooks), including sales and purchase invoices, reconciling bank payments and receipts.
- Purchase and income generation financial management and reporting working closely with budget holders to ensure accurate processing.
- Process and pay supplier invoices fortnightly.
- Prepare draft management information (quarterly /Monthly accounts with budget review and explanation on variances to budgets.
- Review and analyse transactions, and make adjustments with approval from the Director.
- Meet budget holders to discuss accuracy of the transactions, reasons for variances and required actions.
- Undertake Balance Sheet reconciliations for payroll/pension, bank accounts and other accounts where necessary.
- Weekly bank reconciliations of all bank accounts, and report any significant updates and concerns to the Directors.

REPORTING

- Produce reports for the Finance Subcommittee & attend quarterly meetings which may be outside office hours.
- Produce monthly Management Accounts, balance sheet and variance reports across all activities.
- Support programme managers to produce financial reports for grant funders.
- Produce a 12 month cash flow forecast with quarterly review and update.

BUDGETING

- Support budget holders to plan and deliver funded projects within budget, ensuring budget holders provide regular updates, and support staff with training on processes when needed.

PAYROLL

- To supervise the Finance Administrator to process payroll and pensions and ensure all record keeping is compliant with all necessary regulations.
- Ensure charity is up to date with all Tax and Pensions compliance, including pension auto-enrolment.

CHARITY FUNDRAISING

- Support fundraising by providing accurate and timely information during the application process, helping to shape budgets for funded projects.
- Process Gift Aid claims.

ANNUAL AUDIT

- Lead on ensuring that ODAC is operating at best-practice, ready for full audit requirements when crossing the £1M audit threshold.
- To manage the relationship with the external Accountant for audit purposes.
- Lead on annual audit preparation (currently an independent financial examination) and prepare lead schedules to facilitate the preparation of the year-end accounts.

PERSON SPECIFICATION:

ESSENTIAL

- Qualified AAT qualification, Level 2 or above.
- Experience of Quickbooks accountancy and payroll or other accounting package
- Experience of processing payroll or managing statutory payroll payments
- Excel skills and a drive to grow these skills for themselves and the team
- Ability to priorities tasks
- A keen eye for financial detail
- Ability to act with discretion and confidentiality at all times
- Ability to solve problems
- Enjoys working as part of a team
- Positive attitude and a flexible approach to working patterns
- Ability to work with non-financial people to help resolve finance issue

DESIRABLE

- Experience working with charity-specific finance
- Experience implementing new systems in a workplace
- Understanding of the arts and community work sectors

HOW TO APPLY

Please send the following to recruitment@olddiorama.com by the deadline below:

- A CV, detailing your work and education (including financial qualifications)
- A covering letter explaining your relevant experience and interest in the role.

And please fill in this online [Equal Opportunities Monitoring Form](https://forms.gle/ndPtG5B5pGzVDyGo9)

[<https://forms.gle/ndPtG5B5pGzVDyGo9>] and confirm in your email that you have done so.

APPLICATION TIMELINE

DEADLINE: 9am, Thursday 7th November

INTERVIEWS: Monday 18th November (please hold your availability if applying)

ACCESS

If any aspect of this process is not accessible to you, please let us know and we'll do our best to adapt it.

QUESTIONS?

If you have questions about this opportunity, informal conversations can be arranged ahead of application. Email Director Daniel Pitt on daniel@olddiorama.com and we'll find a time for a call.



Developed on Drummond Street Commission, 'Town Criers', being performed at ODAC's Regent's Roots Festival in 2023
Photo Credit: Zbigniew Kotkiewicz