

Post of Finance and HR Officer

Dear Applicant

Thank you for your interest in the above post.

Please find on the following pages:

- Further information about this post
- A job description and person specification
- An Equal Opportunities monitoring form

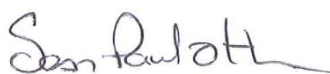
How to apply

- Write a letter of introduction
- Attach a CV and provide details of two referees:
- Complete and enclose the equal opportunities monitoring form

Submissions must be received by 5.00pm on Monday 15th October 2018 and can be emailed to: recruitment@beaconartscentre.co.uk

Many thanks and we look forward to hearing from you.

Yours faithfully



Sean Paul O'Hare

Chief Executive

Beacon Arts Centre

Custom House Quay, Greenock PA15 1HJ

01475 723723 | info@beaconartscentre.co.uk | www.beaconartscentre.co.uk

The Greenock Arts Guild Limited trading as Beacon Arts Centre is a Registered Scottish Charity SC003030, Company Number SC024805

Finance and HR Officer at Beacon Arts Centre.

Background

Beacon Arts Centre opened in January 2013 and is one of the finest new arts venues in Scotland.

We are situated at Custom House Quay in Greenock and overlook the River Clyde with views towards the hills of Argyll and Dunbartonshire. Beacon Arts Centre has two performance spaces, together with our Bar & Kitchen and three upstairs Gallery Suites which can be extended to provide a function suite for up to 170 guests.

Beacon Arts Centre runs a busy and varied programme of productions and events throughout the year. Our Theatre has one of the largest stage to audience ratios in Scotland and can accommodate 500 patrons over three levels. Our studio can seat 128 people and is an adaptable black box space which can be used end stage, in the round, cabaret etc.

Beacon Arts Centre is a significant new addition to the Scottish theatre and arts scene and is a venue of choice for touring productions, including the National Theatre of Scotland, as well as being a vibrant hub for the local community theatre groups.

Beacon Arts Centre is supported by



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Beacon Arts Centre Job Description

POST: Finance & HR Officer

HOURS: 33 hours per week (37.5 full time)

SALARY: £25,000 per annum pro rata

REPORTS TO: Director of Operations & Business Development

DATE: October 2018

This post is subject to disclosure.

JOB PURPOSE:
To work closely with the CEO, Director of Operations and Business Development and the Company's accountant to provide a comprehensive finance and HR service. To develop and implement robust policies, procedures, systems and reporting to ensure that the organisation is well managed financially.
KEY TASKS: To be responsible for the line management of the Finance Assistant.
Finance Duties
<ul style="list-style-type: none">• Maintain the purchase and sales ledgers and oversee the processing of invoices and payments
<ul style="list-style-type: none">• Ensure that accurate information is provided to the accountant for the preparation of the monthly management accounts
<ul style="list-style-type: none">• Assist in the preparation of annual budgets and support the senior management team in preparing financial forecasts
<ul style="list-style-type: none">• Prepare financial information for the annual audit inspection and liaise with auditors
<ul style="list-style-type: none">• Produce and provide financial information to inform funding applications and assist in the preparation of financial reports to funders
<ul style="list-style-type: none">• Ensure that company procedures are followed in relation to purchases
<ul style="list-style-type: none">• Undertake daily bank reconciliations, ensuring that the bank account is fully reconciled at the month end
<ul style="list-style-type: none">• Ensure all VAT returns are made on time and that other legal obligations are met with regard to finances
<ul style="list-style-type: none">• Prepare and track invoicing and drawing down of monies for grant funders
<ul style="list-style-type: none">• Manage credit control and collections of outstanding debts
<ul style="list-style-type: none">• Ensure posting of expenses items are to correct nominal codes in line with the Company's financial forecasts
<ul style="list-style-type: none">• Development of cashflow forecasting models to assist the senior management team
<ul style="list-style-type: none">• Oversee cash and banking processes

<ul style="list-style-type: none"> • Produce financial settlements for all productions
<ul style="list-style-type: none"> • Control and issue petty cash as and when required in accordance with company policy and ensure that controls are in place for company credit and debit cards
<ul style="list-style-type: none"> • Maintain filing systems in a confidential, orderly and up to date manner HR and Payroll Duties
HR and Payroll Duties
<ul style="list-style-type: none"> • Oversee the preparation of weekly and monthly payroll using SAGE payroll system
<ul style="list-style-type: none"> • Manage the PAYE/NIC account and reconciliation of all payroll control accounts to SAGE.
<ul style="list-style-type: none"> • Prepare and submit monthly and year-end information and statistical returns for external agencies including HMRC and the Office for National Statistics
<ul style="list-style-type: none"> • Maintain recording, monitoring and reporting systems in relation to employees (training, absence etc)
<ul style="list-style-type: none"> • Ensure that the employee handbook is up to date and in line with employment legislation
<ul style="list-style-type: none"> • Assist with disciplinary and grievance hearings
<ul style="list-style-type: none"> • Manage the company pension scheme and auto-enrolments office duties
Office Duties
<ul style="list-style-type: none"> • Prepare show and event contracts and booking accommodation for visiting companies etc
<ul style="list-style-type: none"> • Manage subscriptions and company memberships
<ul style="list-style-type: none"> • Order and manage stationery and general supplies within budget
<ul style="list-style-type: none"> • Monitor, review and maintain office equipment and maintenance contracts
<ul style="list-style-type: none"> • Prepare and submit PRS/PPL returns
<ul style="list-style-type: none"> • Use ticketing and room booking software systems for reporting purposes
<ul style="list-style-type: none"> • Engage in all aspects of safe and efficient working practices in line with Health and Safety at Work legislation and the company's health and safety policy
<ul style="list-style-type: none"> • Carry out any other duties that may be requested by the Director of Operations and Business Development or senior management team

PERSON SPECIFICATION

Criteria	Essentials	Desirable	Evidence
Education, Qualifications and Training	Finance training	HND/Degree or equivalent in related sector	Application Certificates
Skills, Knowledge & Competencies	A minimum of three years' experience in a finance role within	Understanding and managing budgets	Application Certificates

	<p>an arts or cultural sector organisation Proven ability with SAGE finance system</p> <p>Experience of running Payroll systems</p> <p>Understanding complex and multi-grant income streams</p> <p>Knowledge of employment legislation and HR processes</p> <p>Understanding of customer service standards</p> <p>Excellent interpersonal skills</p> <p>The ability to work flexibly as part of a team and without supervision</p> <p>Proven IT ability</p>	<p>Experience of working with specific target groups and / or within regeneration context</p> <p>Experience of working with charities</p> <p>Room booking and Box Office systems</p>	

Inverclyde
council



Beacon Arts Centre

EQUAL OPPORTUNITIES MONITORING FORM

The information that you provide in this form will be used for two purposes:

1. to monitor the recruitment and selection process to ensure that there is no discrimination;
2. for anonymised statistical and research purposes.

The information you provide will remain **strictly confidential** and will not be used for any other purpose other than those stated above.

The information you provide will **not** be made available to the selection panel.

Please complete all sections of the form by marking the box () or providing information where appropriate in each section. If you are completing this form electronically, double-click the box and select "checked".

ETHNIC ORIGIN

Please look at all of the descriptions of race or ethnic origin listed below. When you have read them all, please tick one box that most accurately describes your race or ethnic origin. These categories are in line with those recommended by the Commission for Racial Equality for Scotland.

<p>A) WHITE</p> <p><input type="checkbox"/> Scottish <input type="checkbox"/> Other British <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background (please state) </p>	<p>B) ASIAN, ASIAN SCOTTISH or ASIAN BRITISH</p> <p><input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background (please state) </p>
<p>C) BLACK, BLACK SCOTTISH or BLACK BRITISH</p> <p><input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background (please state) </p>	<p>D) MIXED</p> <p><input type="checkbox"/> Asian and White <input type="checkbox"/> Black African and White <input type="checkbox"/> Black Caribbean and White <input type="checkbox"/> Any other mixed background (please state below) </p>
<p>E) OTHER</p> <p><input type="checkbox"/> Any other ethnic background (please state) </p>	<p>F) NO ANSWER</p> <p><input type="checkbox"/> I prefer not to answer this question <input type="checkbox"/> Not Known</p>

NATIONAL IDENTITY

Please look at all of the descriptions of race or ethnic origin listed below. When you have read them all, please tick one box that most accurately describes your race or ethnic origin. These categories are in line with those recommended by the Commission for Racial Equality for Scotland.

<input type="checkbox"/>	British or Mixed-British
<input type="checkbox"/>	English
<input type="checkbox"/>	Scottish
<input type="checkbox"/>	Irish
<input type="checkbox"/>	Welsh
<input type="checkbox"/>	Other National Identity
<input type="checkbox"/>	I prefer not to answer this question
<input type="checkbox"/>	Not Known

GENDER

<input type="checkbox"/>	Male
<input type="checkbox"/>	Female
<input type="checkbox"/>	Transgender
<input type="checkbox"/>	I prefer not to answer this question

DISABILITY

The Equality Act 2010 states that a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. A 'substantial disadvantage' is a disadvantage which is more than minor or trivial. 'Long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring conditions). Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission website.

From this description, do you consider yourself to be a disabled person?

Yes No I prefer not to answer this question

If yes, please advise what your condition is:

In terms of the Act we will take steps to make reasonable adjustments to avoid those who have a disability from suffering a disadvantage.

AGE

20 years or younger <input type="checkbox"/>	31 – 40 <input type="checkbox"/>	51 – 60 <input type="checkbox"/>
21 – 30 <input type="checkbox"/>	41 – 50 <input type="checkbox"/>	61 years or over <input type="checkbox"/>

I prefer not to answer this question

SEXUAL ORIENTATION

Heterosexual Homosexual Bisexual

I prefer not to answer this question

Other (please state)

RELIGION OR BELIEF

<input type="checkbox"/> Christian: Roman Catholic
<input type="checkbox"/> Christian: Protestant
<input type="checkbox"/> Jewish
<input type="checkbox"/> Muslim
<input type="checkbox"/> Hindu
<input type="checkbox"/> Sikh
<input type="checkbox"/> Buddhist
<input type="checkbox"/> I prefer not to answer this question
<input type="checkbox"/> None
<input type="checkbox"/> Other (please state)

MEDIA

In order that we can monitor the effectiveness of our recruitment advertising, please tell us where you learned of this vacancy.

Beacon Arts Centre Website

Prefer not to say

Other (please state)