



Job Description, Finance and Operations Manager

The Aloud Charity is looking for a Finance and Operations Manager with at least two years' experience of financial management and operational support.

Combining excellent budgeting skills with an ability to bring a measured and dynamic approach to our artistic ambitions, the postholder will be able to both effectively support the governance of the organisation as well as contribute to developing opportunities for growth and sustainability that help it achieve its overall aims.

This role is part of The Aloud Charity's Senior Team, which is responsible for the effective management and governance of the organisation. It reports to the Chief Executive and has no immediate direct reports. The successful candidate will develop budgets, financial forecasts and support the Chief Executive and board of Trustees to make informed decisions about future direction. The work will be supplemented by ensuring that the office environment runs smoothly, advising on the development of policies and supporting a consistent approach to operational issues.

The successful candidate will:

- Be able to manage the financial, operational and administrative resources of the Charity in order to ensure a financially secure service, which delivers value for money
- Have experience of financial management, developing budgets and financial forecasts alongside day-to-day processing of payments
- Be part qualified ACCA, ACA with 2 years' experience or fully qualified AAT with five years' experience
- Lead on the charity's finance systems, HR administration and day to day management of the office
- Have an ability to look at the wider picture and support decision making grounded in financial realism
- Be able to foster excellent working relationships with all members of the Aloud team, both staff and trustees, developing a sound and collaborative working relationship with the Chief Executive, Senior Management team and key external contacts
- Have a passion for supporting the arts and young people in Wales
- Be self-motivated, discreet and have the ability to work well within a team and independently

Tasks & Responsibilities

Finance Management:

1. Maintain financial records to meet legal requirements and to measure both the inputs and the outcomes of the Charity's financial operations
2. Ensure the accurate processing and payment of all invoices, making sure that payments, payment authorisation, and recording of these are in line with the Charity's Policies and Procedures
3. Ensure clear safe procedures and scrutiny in relation to cash handling and cash control
4. Manage the payroll function of the Charity, ensuring accuracy and compliance with legislation, including full liaison with HMRC and NEST Pensions
5. Preparation, submission and payment of quarterly VAT returns
6. Be responsible for the provision of efficient and timely quarterly management accounts and management information, including cash flow forecasts, and reporting results against budget.
7. Prepare the annual budgets, forecasts and annual financial statements and manage year-end external examiner processes
8. Lead on production of annual accounts with external accountants and their approval by the Board of Trustees
9. Work with the Senior Team to prepare financial forecasts, looking at new opportunities for income growth as well as providing a realistic eye on what is achievable overall
10. Provide challenge and creative solutions to the Senior Team, supporting the Chief Executive to make financially sound decisions that will not compromise the quality of artistic delivery or sustainability of the charity
11. Contribute to strategic funding discussions and decisions, bringing budget and cashflow knowledge to these
12. Work closely with the Development Team to compile financial information for inclusion in contracts, grant applications, project monitoring and project end reporting
13. Support the Development Manager to monitor the charity's income targets and report on the progress of the fundraising strategy
14. Work with the Chief Executive to develop a Trading Arm for the charity, particularly the associated financial information and projections for the Commercial Plan
15. Produce financial information for the Artistic team as required and provide support in financial matters, budgeting and reporting
16. Work with the Artistic Team to ensure appropriate management and spend of project budgets
17. Maintain relationship with Companies House and the Charity Commission, providing updates as required, and filing annual returns
18. Keep up to date with legal requirements of financial control and payments, ensuring regulatory and legal compliance with HMRC, Charity Commission, Companies House and other relevant bodies' requirements
19. Attend Board of Trustee meetings, preparing and presenting reports to the Trustees as required
20. Liaise with other external organisations as required (e.g., advisors, bankers etc.)

Operations Management:

1. Oversee the day-to-day management of the office, including liaison with the landlord, cleaners, utilities and contractors
2. Monitor and manage regular support contracts e.g., cleaning, I.T., alarm, telephone. mobile phone and office broadband
3. Liaise with the office landlord on office related matters such as rent, Fire Risk Assessment
4. Take the lead in monitoring all aspects of the Charity's HR Admin including:
 - i. Recruitment handling and response
 - ii. Monitoring of key HR tools ensuring administrative compliance in relation to holiday entitlement, sickness levels and co-ordinating return to work procedures
 - iii. Assisting the Chief Executive in efficient liaison with the Charity's employment advisors
5. Ensure that all aspects of the charity's Health and Safety policy in relation to the office are adequately reviewed and actioned on a regular and consistent basis, including reviewing and updating the company Risk Assessment
6. Ensure that Charity-wide policies, including the Risk Register, are updated and monitored on a regular basis and as per annual plan
7. Assist the board in policy formulation as detailed in the Scheme of Delegation, as delegated by the Chief Executive Officer, and be responsible for effective implementation as required

Everyone at The Aloud Charity is expected to:

- Work together to achieve the 3-year strategic plan
- Actively support and promote The Aloud Charity's commitment to diversity, inclusion and access in every area of our work
- Adhere to all policies and procedures of The Aloud Charity in every area of work
- Be committed to continuous professional development, maintaining any professional memberships as appropriate
- Proactively share knowledge and skills to develop the understanding or skills of colleagues, Trustees and volunteers
- Maintain an awareness of how their work impacts upon fundraising and individual giving
- Maintain an awareness of the budgets in place for activities and ensure that income streams are capitalised on
- Understand how their work feeds into the Communications and Fundraising Strategies
- Develop content for press and media
- Support evaluation and impact reporting
- Mitigate the environmental impact of their work
- Attend team meetings, other company meetings, training events and initiatives as required
- Undertake any other duties which from time to time may be required by the charity (The Aloud Charity is run by a small team carrying out a wide range of operations and occasionally it may be necessary for the post-holder to cover for other team members or to help with the other operations of the charity)

Experience and skill requirements

	Essential	Desirable
Experience of financial management including preparing management accounts and providing financial forecasts and in line with organisational ambitions	✓	
Part qualified ACCA, ACA with two years' experience or fully qualified AAT with five years' experience	✓	
Experience of accounting packages and software to support management and monitoring of accounts	✓	
Experience of successfully implementing financial plans, understanding and managing the risks associated with these	✓	
Experience of preparing and managing budgets and being held accountable for these	✓	
Ability to work on own initiative to meet objectives and deadlines across a wide range of tasks, maintaining high organisational skills	✓	
Highly IT literate, with advanced Excel skills and experience of using Microsoft Office	✓	
Experience of effective relationship management to support overall organisational effectiveness	✓	
Experience of working in the charity and / or arts sector		✓
Preparation of financial papers for Board of Trustees (or equivalent)		✓
Experience of maintaining relationships with Companies House, Charity Commission, HMRC and Accountants		✓
Experience of Xero accounting		✓
Experience of supplier relationships		✓
Experience of managing payroll and HR admin		✓

Personal Specification

	Essential	Desirable
Understanding of and commitment to the work of The Aloud Charity	✓	
A commitment to the principles of equalities and diversity	✓	
Highly organised with the ability to organise, plan and manage a wide range of projects, prioritise own workload and meet deadlines	✓	
Ability to work alone and as part of a team	✓	
Ability to think creatively and proactively	✓	
Ability to be patient and discreet	✓	
Ability to communicate in Welsh – written and verbal		✓

Salary: £35,000 - £40,000 dependant on experience – pro rata 21.5 hours per week

Location: The Aloud Charity's office is based at Unit 1, Regents' Court, Nettlefold Road, Cardiff CF24 5JQ. We have an agile working policy that supports staff to work flexibly and choose a place to work from that supports the task in hand. We anticipate that this post will be mostly office based.

Hours of work: Part time 21.5 hours per week. Hours are worked flexibly to support the well-being of staff as well as meeting the business needs of the organisation. It is expected that this role is fulfilled over 3-4 working days each week. There is the potential for this role to expand as the business plan evolves and develops.

Holidays: 25 days annual leave pro rata plus bank holidays.

Pension: Contributory pension scheme available. We currently provide a pension contribution of up to 3% of gross pay after completion of the probationary period.

Notice period: 1 month.

The Aloud Charity is committed to providing an inclusive, respectful and welcoming environment for all members of staff and those it works with. We value all staff and potential staff as unique individuals, and we welcome the variety of experiences they bring. We do not allow discrimination. We believe everyone should be treated equally regardless of gender identification, race, disability, ethnic or socio-economic background, age, family circumstances, marital status or civil partnership, religion, sexual orientation, gender reassignment, pregnancy and maternity or other irrelevant difference, and are committed to working with diversity in a positive way.

Aloud positively welcomes and encourages applications from groups of people who are under-represented including Black, Asian and Ethnically Diverse people, D/deaf, Disabled and Neurodivergent people, Welsh speakers and those with protected characteristics. The principles of fair and open competition will apply, and appointments will be made on merit.

To apply: Please send your CV and no more than a two-page cover letter outlining how you meet the requirements of the role to recruitment@thealoudcharity.com. Deadline for receipt of applications is **3pm on Thursday 23 June 2022**. Please also complete and send the Equal Opportunities Monitoring Form, which will be removed from your application on receipt and will not inform our decision making.

Interviews will take place on **Tuesday 5 July 2022** at The Aloud Charity Offices in Cardiff. You will be notified of the whether you have been shortlisted by Friday 1 July 2022.

Thank you for your interest in The Aloud Charity

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after 6 months. If you are appointed and employed by us, the information you submit will be held securely and will form part of your employment record.