

Job Title: Head of Finance and Operations

Reports to: Chief Executive

Role Purpose/Impact: To ensure organisational effectiveness by providing leadership in financial, funding & operational functions, working as part the Senior Management team of the organisation.

Providing leadership in all financial matters, including budget development, planning and reporting; managing the accounts, payroll and financial reporting of project funded activities and programmes.

To oversee operational matters, including managing HR requirements, managing operational risk and overseeing activities to ensure safe and cost-effective management.

To contribute financial and operational expertise in the development and implementation of organisational strategies, plans, policies, funding proposals and operations.

Interact with the Board of Directors by providing financial reports and information to ensure sound financial and operational governance.

Salary: £30,750.00

Hours/Terms: Full time (35 hours per week)

Location: The post is office based at our Toonspeak Office in Barmulloch (BCDC), Glasgow. Currently all staff are home-based due to Covid restrictions.

Role Description

Areas of responsibility

Category	Responsibility – Lead and Accountable Areas
Leadership	Lead and manage the financial and operational functions of Toonspeak including Fundraising and Health & Safety; ensuring these are aligned with aims and objectives of the organisation.
	Lead production of monthly and quarterly assessments and forecasts, which measure financial performance against budget and cash flow, financial and operational goals.
	Work with the Chief Executive in the development of Business Planning,
	Support the strategic development of the organisation as directed by the Chief Executive.
	To provide proactive leadership and management to the staff team, supporting both internal staff and freelance artists in working towards achieving excellence in all aspects of their practice.
Management	Line manage, support and supervise the work of

	Administrator/Participant Liaison post.
	Line manage, support and supervise the work of Funding Officer.
Office & Administration	Oversee all office and administration functions to ensure that tasks are delivered on time and to a high standard.
Finance	Lead on all finance functions of Toonspeak ensuring that the company is operating as a viable business by managing the effective financial management and containment of expenditure and commitments within available resources.
	Lead on annual budgeting and planning process with Chief Executive and Board.
	Develop and agree the annual budget for the organisation, ensuring costs are rigorously controlled and income and expenditure targets are achieved.
	Produce monthly cash flow projections.
	Produce quarterly management accounts.
	Liaise with our accountant in the preparation of annual accounts.
	Communicate financial matters at board meetings and with external stakeholders as directed by Chief Executive.
	Prepare financial and funding reports for the Board.
	Prepare and monitor the company's operational and production budgets.
	Oversee Company Book-keeping.
Operational	Manage contracts and relationships with venues Toonspeak uses to deliver our work including key relationship with our landlords at The Barmulloch Residents Centre.
	Maintain relationships with suppliers.
	Research and agree new suppliers of services and equipment.
	Develop and maintain operational policies and procedures.
	Collate and act upon participant welfare concerns (this post deputises for our Designated Child Protection Officer during absences).
	Oversee the development and maintenance of project-specific risk assessments.
	As current Covid-19 restrictions end, ensure that necessary operational action is taken to reinstate and manage courses, classes and events.
Governance Support	Report the financial and operational development of Toonspeak to the Chief Executive in the 1st instance and the Board and relevant funders on a regular basis.
	Support board Director induction and training.
	Ensure Board Policies and folders are up to date and maintained.
Company	Ensure compliance with legislation such as HR, Health & Safety, Equal Opportunities, charities legislation and other legally required insurances and company liability.
	Act as company secretary – taking and distributing Board minutes, supporting the board diary and making statutory returns to: HMRC, PAYE and Companies House.
	Develop and maintain company policies and procedures.
	Develop and maintain a company risk register with Chief Executive and prepare updates for Board Meetings.
	Coordinate team meetings - agree agenda with Chief Executive and ensure minutes are taken and distributed.
Fundraising	Develop and implement a comprehensive income strategy with the Funding Officer that best serves the organisation's needs and guarantees its long-term sustainability.
	Explore ways to diversify the company's income strands.
	Oversee delivery of funding reporting responsibilities across staff team.

	Liaise and maintain relationships with current funders, sponsors & donors.
HR	Oversee the production and monitoring of contracts for all staff, ensuring consistency.
	Develop and maintain staff handbooks including codes of conduct and delivery frameworks for core and freelance staff.
	Facilitate a relevant and tailored programme of core staff training in Finance and Operational Areas.
	Monitor and record annual leave and timesheets for direct staff reports.
IT	Develop and maintain cloud-based IT systems.
	Develop and maintain Toonspeak website domains and templates.
	Maintain company computers and devices.
Monitoring & Evaluation	Develop and deploy systems for monitoring and evaluation including those specifically related to our key funders.
	Oversee evaluation systems and processes and ensure core and freelance teams are entering and recording information and data.
	Oversee the development of annual reports for funders and supporters.
	Collate delivery statistics for the board.
General	Any other duties which may arise as directed by Chief Executive.

Person Specification

ESSENTIAL	DESIRABLE
Knowledge and Experience, You will have/will be:	
<ul style="list-style-type: none"> • Relevant degree in Business/Finance/Administrative related field or have work experience with progression to an equivalent level. • Be able to demonstrate experience of effective leadership at director or senior manager level that will enable you to meet the requirements of the post. • Proven experience in project and organisational management (delivering projects to time and on budget). • Have the financial experience needed to oversee a £500k+ budget. • A confident and strategic thinker, with the ability to quickly analyse complex issues and offer a choice of solutions to problems and challenges. • A successful and active leader, people manager and influencer, which will enable you to be an important colleague, and an effective builder of consensus. • Have knowledge of HR policies and practises. • A team player developing close and supportive working relationships with all members of the staff team and our participants. • Have experience of securing multi-year grants from a range of Trusts and Foundations. • Have experience of providing detailed reports and updates for funders. • Experience of managing and motivating staff. • Experience in strategic development. 	<ul style="list-style-type: none"> • Experience of supporting or of working with children & young people in any capacity. • An understanding of the challenges of working in SIMD communities. • Experience in corporate fundraising, sponsorship, donor or legacy development. • Experience of working with artists/creative practitioners. • Knowledge of child protection and health and safety good practice. • Board or committee experience.

<ul style="list-style-type: none"> • Ability to work flexibly and undertake evening and weekend work if required. 	
Skills and Qualities	
<ul style="list-style-type: none"> • Excellent organisational skills with great attention to detail. • A strong team ethic, with highly effective communication skills and motivation to work closely with colleagues. • Excellent administration skills to ensure the smooth running of our operational functions. • Strong emotional intelligence and so be able to factor the 'people' aspect into projects and problems. • Ability to deal effectively with challenging situations. • A positive perspective on change. • Enthusiasm to embrace Toonspeak's work • Initiative to plan and achieve targets with strong motivation to succeed • Comfortable dealing with stakeholders at all levels • Enthusiastic and tenacious • Good influencing and negotiation skills • Strong attention to detail • Time management skills and able to work to tight deadlines • Articulate, numerate, and able to maintain the highest degree of integrity and confidentiality. • Can-do attitude towards the daily challenges of a busy work environment. • Exemplary and highly driven work ethic. 	<ul style="list-style-type: none"> • An interest in the performing arts/creative industries.
Technical Competencies	
<ul style="list-style-type: none"> • MS Office • High level of competency in excel spreadsheets 	<ul style="list-style-type: none"> • We use the Google Workspace/Apps Suite for our day-to-day work. Competency in this area is desirable. • Experience of Administering a WordPress Website (our current website is built using WP).