

Finance Manager

Thank you for your interest in this opportunity to join one of Edinburgh's longest standing cultural organisations, dedicated to providing workshop spaces, increasing access to printmaking through exhibitions and events, and generating important income sources for artists through our Castle Mills and online print shop.

Edinburgh Printmakers is at an exciting point in its development, after the successful launch of a new £10m home in Fountainbridge in 2019. This is enabling us to position ourselves as a beacon cultural organisation for our neighbourhood, playing an active role in placemaking in a rapidly changing area of the city. Our new building has enabled us to significantly expand our offer, with new studios and galleries, a dynamic programme of exhibitions, sell-out events and courses, creative spaces across Scotland, accommodation for visiting artists, an archive, café, and shop.

Established in 1967, Edinburgh Printmakers was the first open access print studio in the UK. We are now one of the largest in Europe. We are a membership organisation and play a leading role in connecting studios, workshops, and artists nationally and internationally, enabling high-quality making and social enterprise. As contemporary art researchers, producers, curators, and educators, we are a key agent in the cultural life of Scotland and its capital city.

Our vision is to help shape a better world through widening access to printmaking and the arts. We have created an international centre with world-class facilities, a strong sense of our heritage, and exceptional models of support for artists. Here visitors can connect with our work, and we can connect with the world. Our mission focuses on advancing artistic excellence in print and visual arts practice and sustaining communities of artists to contribute to the cultural life of the nation.

We are grateful to receive funding from Creative Scotland as part of its network of Regularly Funded Organisations, Strategic Partnership Funding from the City of Edinburgh Council as well as funding from Museums Galleries Scotland. In addition, we received support from the National Lottery Heritage Fund, Creative Scotland, and Social Investment Scotland for our capital project. We fundraise actively, and as a charity with a trading arm all our profits are reinvested in our charitable objectives.

We are seeking an experienced Finance Manager interested in helping us build on our successes to date.

This role will work with the CEO and Senior Leadership Team to manage the organisation's financial and risk management systems, working with a small team to manage financial procedures and administration. The role is responsible for managing and supporting the Finance Assistant. It also plays a part in maintaining trusted communication with external stakeholders, including funders, partner institutions, commercial clients, and contractors.

The role is key in our day-to-day operations, budget and cash management, and long range planning for the organisation. You will serve in an advisory capacity to the CEO and Board of Directors as required. The ideal postholder will be an experienced and suitably qualified finance professional, highly organised, and attentive to detail, with excellent communication skills, an interest in the visual arts, and widening access to them. You will be committed to Edinburgh Printmakers values and ethos and working collaboratively with our team to uphold them.

If you would like to discuss the role, please contact Janet Archer, Chief Executive
janet.archer@edinburghprintmakers.co.uk

Job description

Contractual Details

Reporting to:	Chief Executive Officer
Direct report:	Finance Assistant
Location:	Edinburgh Printmakers, Castle Mills, 1 Dundee Street, Edinburgh EH3 9FP
Working hours:	37.5 hours a week Occasional travel and weekend/evening work, with time off in lieu
Contract duration:	12 months with potential to extend
Salary Scale:	£36-£42K plus pension contribution
Annual leave:	33 days, including public holidays

Main Duties and Responsibilities

Financial Management:

- Manage all aspects of accounting and financial management including the development of a framework for policies and procedures, approvals and authorities, and overall corporate protocols related to budget development, forecasting and monitoring processes, fund collection and reporting, including VAT and MGETR, and preparation of statements and other financial and ad hoc reports
- Ensure financial systems, controls and policies are fit for purpose and adhered to
- Support the preparation of annual budgets for the Board to include cash flow and quarterly forecasts
- Prepare clear reports, P/Ls, and monthly management accounts on a timely basis and discuss performance against budget with the CEO and budget holders
- Manage the Finance Assistant
- Oversee day to day accounting, cashflow, banking, payment, and reporting functions in accordance with company and charity regulations
- Lead on the coordination of financial grant management across the organisation and ensure compliance with all funding agreements
- Support the production of the annual audit plan and delivery for Edinburgh Printmakers and its trading company
- Support the organisation's risk management processes
- Oversee the preparation and processing of monthly payroll, including pension
- Oversee the management of organisational contracts and financial commitments including insurance, utilities, and timely payment of artwork sales to artists

Forward Planning

- Work collaboratively with staff to meet organisational goals including growing commercial income through increasing sales and extending our opening hours at Castle Mills
- Support the development and evaluation of annual operating budgets ensuring all budget holders understand and manage budgets successfully
- Provide financial modelling for funding applications as required

Stakeholder Engagement:

- Build and maintain positive relationships with partners and key stakeholders in the community, especially those that align with Edinburgh Printmakers' strategic priorities

Governance

- Report to and attend Senior Leadership Team meetings
- Report to and attend Board meetings
- Report to and support Board's Finance and Risk Committee, providing financial reports and summaries for submission to the Board

Other

- Maintain an up-to-date knowledge on finance issues and good practice in the charity sector, advising the CEO and Board on implications for Edinburgh Printmakers
- Other duties as may arise from time to time which are commensurate with the post

Person Specification

Essential Knowledge and Experience

- Relevant financial/business qualification and minimum five years professional experience
- Knowledge and understanding of financial management principles and practice
- Knowledge of not-for-profit accounting and regulatory standards
- Proficiency in Word, Excel, and Xero or a similar accounting platform
- Experience of managing people
- A track record of successful relationship building with staff at different levels in organisations

Desirable Knowledge and Experience

- Accounting qualification CSBM, ACA, ACCA, CIMA or CIPFA equivalent
- Experience of working with Stripe, WorldPay and Cybertill
- Experience of financial and operational management in a publicly funded arts or cultural organisation

Skills

- Strong technical, problem solving and analytical skills
- Proven organisational abilities and the ability to manage competing priorities and meet deadlines under pressure
- Strong communication and writing skills and the ability to effectively convey information to various internal and external stakeholders
- Excellent teamwork, interpersonal and customer service skills including the ability to work respectfully and inclusively in a diverse team environment
- Ability to establish rapport, trust, and effective professional accountability

Commitment to Equality, Diversity, and Inclusion

Edinburgh Printmakers aims to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities, and skills for the organisation. Anyone who meets the requirements of this job is eligible for employment within Edinburgh Printmakers irrespective of age, disability, employment status, gender, health, marital status, sexual preference, membership or non-membership of a trade union, nationality, race, religion, social class, or other non-job relevant personal characteristics.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process as required to reduce any potential barriers faced by applicants and to give them equal access to employment opportunities.

Edinburgh Printmakers will make reasonable adjustments to the office or to working arrangements to accommodate the needs of people with disabilities. Please discuss your access needs with us at any stage in the application. We welcome applications from disabled and ethnically diverse candidates. We also welcome applications from job sharers.

If you need this application pack in a different format or would like to submit your application to us in a different way, e.g. by video or sound file please contact us on HR@Edinburghprintmakers.co.uk
If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the vacancy

Training

A training plan will be developed to support this role.

Application Process

Please submit an up to date CV and a 2 page covering letter which sets out clearly how you match the skills and experience required for the role. Please also include our Equal Opportunities Monitoring form included as a separate document with this pack.

Your CV and covering letter will be assessed against the person specification and job description, which is the list of requirements for this post. You should ensure your covering letter addresses each point of the person specification, highlighting the relevant skills and experience you have in each of these areas.

Application deadline: noon Friday 27 January

Interviews will take place on Tuesday 31 January.

Candidates will be informed whether they have been invited to interview by 5pm on 27 January

Completed applications should be sent by e-mail to: HR@edinburghprintmakers with the job title in the subject line.