**JOB DESCRIPTION**

**Finance and Office Manager**

22.5 hours per week

£30,000.00 [pro rata] annual pay review pending

Line Manager: Executive Director

**The Organisation**

At Art in Healthcare, we are excited and motivated by the possibilities that art provides to support the health and wellbeing of everyone living in Scotland. Over the last thirty years we have worked to improve health and wellbeing for individuals and communities by providing opportunities to experience and engage with high quality visual art, artists and creativity. Art in Healthcare is registered in Scotland as a company limited by guarantee (SC278142) and as a charity (SC036222). Art in Healthcare is run by a small staff team and a Board of Directors.

**The Role**

The Finance and Office Manager is a key member of the team and will have the opportunity to become involved in all aspects of the charity. Your key focus will be finance, but we’re looking for someone who also has strong administration and organisational skills and ideally some experience of project management and events.

You will lead on data protection, finance, insurance, premises and retail. You will work with the Executive Director to support HR and risk management.

The following provides an indication of the skills and experience that we think will allow an individual to approach this role with confidence. Not all suitable applicants may have all of these skills and experience. We would still like to hear from you if you can demonstrate abilities that will enable you to succeed in the role.

**Skills and Experience**

Essential:

* Professional finance qualification and 2+ years’ work experience.
* Experience of working in a charity and managing multiple funding streams and restricted funds.
* Experience of using financial software, ideally Xero, to maintain accurate financial records, produce reports and create forecasts.
* A positive approach and the ability to be systematic and solve problems.
* Ability to work independently and as part of a team.
* Ability to design and implement administrative and office systems.
* Ability to implement a policy framework and to lead on complaints, data protection, health and safety, HR and premises.
* A commitment to your continued professional development.

Desirable:

* Experience of preparing reports for a board, in collaboration with other team members.
* Experience of supporting events, including exhibitions.
* Understanding of the arts and/or health sectors in Scotland.

**Key Responsibilities:**

Finance and HR

* Process and manage the day-to-day transactional accounting for the charity, such as paying invoices, invoicing clients, depositing funds, paying bills and expenses, bank reconcilations and associated record keeping.
* Use financial software, currently Xero, to maintain accurate and appropriate financial records for the efficient management of the organisation.
* Ensure that accurate records are passed to external payroll and pension providers.
* Work with the Executive Director to prepare the company’s annual budget.
* Monitor cash flow for the charity and provide relevant financial advice and recommendations to the Executive Director and Directors.
* Provide accurate and timely financial information for project budgets and income forecasts.
* Create financial analyses and reports of budget variance for quarterly Finance Committee meetings and Board meetings.
* Liaise with accountants to support the production of statutory annual accounts and oversee all necessary annual returns including to OSCR and Companies House.
* Produce appropriate staff contracts and personally maintain staff records in respect of annual leave, PAYE, HMRC, and salary.

Administration, Events and Projects

* Develop, implement and maintain effective office management procedures to ensure best practice and legal compliance.
* Draft and maintain the company’s schedule of policies, in collaboration with the Executive Director, for approval by the Board.
* Act as line manager, providing support and supervision, for the Administrator.
* Working with the Administrator, have over-sight of IT software, hardware, and systems for the organisation.
* Collate and distribute Board papers.
* Work with the Executive Director on risk management for the organisation.
* Ensure that the organisation complies with relevant Health and Safety legislation including carrying out of first aid training, H&S inductions and risk assessments.
* Ensure the organisation has proper insurance.
* Be the lead on premises, both the office space and the art store.

**Terms and Conditions**

The post is 22.5 hours per week and can be worked flexibly, to suit the needs of the successful candidate and the organisation. We have an office space on York Place, Edinburgh and are supportive of flexible working.

The current salary is £30,000.00 [pro rata]. An annual pay award is pending in Spring 2023. Holiday entitlement is 28 days plus public holidays [pro rata].

We encourage applications from all backgrounds and communities, and we are committed to having a team that is made up of diverse skills, experiences and abilities.

**To Apply**

Please send a CV and a note of interest explaining why this role is of interest and what you hope to bring to it and learn from it to [recruitment@artinhealthcare.org.uk](mailto:recruitment@artinhealthcare.org.uk). The closing date for applications is **noon on** **Thursday 16 February 2023**.

If you’d like to discuss the role, prior to making an application, please contact Vanessa Paynton, Executive Director at [vanessa@artinhealthcare.org.uk](mailto:vanessa@artinhealthcare.org.uk) and a time can be arranged for a telephone conversation.