

Recruitment Pack, March 2025
Finance and Operations Manager, Lyth Arts Centre

If you are thinking of applying, don't hesitate to contact Charlotte Mountford (charlotte@lytharts.org.uk) for an informal discussion and to find out more.

Application Deadline: Sunday 27th April 2025, midnight **Interviews:** Tuesday 6th May 2025
Start Date: June 2025 (or depending on successful applicants notice period)

This Job Pack includes:

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1. About Lyth Arts Centre

Lyth Arts Centre is Scotland's most northerly mainland arts centre, presenting an annual programme of live performance across Caithness alongside contemporary visual art and an extensive participatory programme of educational and socially- engaged arts projects led by local creatives in our community. LAC strives to be a nationally and internationally recognised, industry leading small arts centre that practices radical localism and challenges conceptions about what it means to be 'rural'. Our Caithness community is at the heart of everything we do and we work across the county acting as the sole cultural hub.



Duncansby
Lighthouse
Centenary
2024

Lyth Arts Centre is proud of our values which are;

- Cooperation
- Inclusivity
- Transparency
- Pragmatism
- Innovation

Since the coronavirus pandemic, LAC has been developing new socially-engaged programmes of work for our community which have become a central tenant of our organisation. Key to this has been CAIR: *Caithness Artists in Residence* – a new community arts initiative that connects artists and creative practitioners with distinct Caithness communities and various arts-based wellbeing projects. We work with a broad and diverse range of local community partners delivering high-quality engagement programmes that use arts and creativity to tackle inequality and promote community-led regeneration through a distinct place-based approach.

Increasingly our work happens out with the arts centre, taking place on beaches, forests, harbours, village halls, schools and even on the back of a lorry. This programme of work is at the heart of our ambition to reach communities across Caithness and North Sutherland. It also feeds into our ongoing research, consulting with communities on the future opportunities for LAC and where we are based.

LAC has a small but mighty core team made of five. This includes the Director, parttime department managers and a parttime Assistant Producer. We also have a dedicated event support team of technicians and front of house staff. LAC works consistently with a huge pool of creative freelancers to support the delivery of our many projects.

To find out more please visit <https://lytharts.org.uk/>



Dunnet Forest
Festival
2024

2. Key Information and Important Dates

Job Title: Finance and Operations Manager

Responsible to: Director

Responsible for: Front of House Coordinator, Duty Managers

Salary: £33,000 per annum pro rata (£26,400 per annum)

Hours: 28 hours per week / 4 days

Location: Caithness (LAC operates a flexible working policy, at least 2 days per week must be worked here at the arts centre with Wednesday our core office day)

Pension: Employer Contribution 3%

Other benefits: CPD and training opportunities, flexible working, annual wellbeing payment and wellbeing days

Probationary period: 3 months

Notice period: 3 months

Annual Leave: 27 days (inclusive of public holidays. Full time holiday allowance is 34 days)

Start Date: June 2025 (or depending on successful applicants notice period)

Application Deadline: Sunday 27th April 2025, midnight

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3. The role

The Finance and Operations Manager is a new role at Lyth Arts Centre created to support the organisation as we move into our next exciting stage of development. Lyth Arts Centre has been awarded Creative Scotland Multi-Year Funding, and joins a cohort of regularly funded cultural organisations across Scotland for April 2025 - March 2028. As such, much of this new post will involve collaborating with the Director and wider team to implement new systems, boost our reporting, support our staff and achieve our ambitions for the next three years.

This post involves responsibility for:

- Finance - managing the organisation's finance, including financial reporting
- Operations – managing the organisation's operational functions, including front of house, buildings and insurance
- HR – working with the Director to manage HR functions within LAC and overseeing LAC's governance responsibilities
- Reporting – working with the Director on the submission of high-quality monitoring reports, particularly to our core funder Creative Scotland

Job Description

1. Finance

- Oversee financial operations for the organisation including banking, cash flow and projections
- Manage LAC's finances and bookkeeping, working with our external bookkeeper
- Work with the bookkeeper to prepare management accounts, track budgets and spending, and process payments and invoices
- Monthly collating and reporting of payroll (outsourced)
- Work with the Director to create and manage organisational budgets

- Work with the team to create and manage project budgets, and support them with claims and reports for grant funded projects
- Work with the Director to report to funders and the Board of Trustees, providing quarterly financial updates and budget forecasts
- Support our external Accountants to complete the Annual Report & Accounts for OSCR
- Maintain a strong understanding of financial data and updates to effectively support decision-making and financial planning for the organisation
- Develop and maintain financial policies and procedures to manage and mitigate risks, and to ensure compliance with regulations

2. Operations

- Responsible for the day-to-day general management of the organisation and it's building including safety and security procedures in consultation with the Director, Front of House Coordinator and Duty Managers
- Organise and manage facilities contracts with multiple providers, such as waste, fire alarms and security
- Ensure the building is well-maintained and improvements are planned where needed
- Organise annual safety checks of all technical equipment, machines, furniture, fixtures and fittings
- Ensure policies and procedures are up to date and adhered to
- Work with the Director on agreeing lease terms and creating a relocation strategy should the organisation move or acquire new premises
- Managing all license applications (e.g. occasional alcohol licenses and public entertainment license)
- Work with the Director and Assistant Producer to manage hires of LAC
- Supporting the Director and team to gather evaluation data as required, and to feed into report-writing from an operational perspective
- Responsible for the LAC Bar as a personal license holder, working with the Front of House Coordinator to manage stock levels, record bar income and ensure LAC's licensing regulations are correctly observed at all times
- Act as a keyholder for the arts centre
- Oversee the Front of House operation, line managing the Front of House team and ensuring that LAC provides excellent customer care and high standards of service to all visitors
- Manage the info@ email inbox
- Ensure all health and safety requirements are met for the use of the venue and offsite events, and work with the team to produce risk assessments for all activities as necessary
- Attend training as required and maintain awareness of health and safety regulations specific to the spaces and equipment used

3. HR

- Maintain personnel records in compliance with current legislation, including annual leave, sick leave, and any disciplinary and grievance records
- Collation, settlement and recording of valid staff expense claims
- Support recruitment processes, and ensure they are delivered in compliance with current legislation
- Oversee induction for new roles
- Manage the issuing of staff contracts to employees, to fulfil the needs of the organisation and in compliance with current legislation

- With the Director and Board of Trustees to regularly review the Staff Handbook, ensuring policies, procedures and terms of employment follow current legislation and are relevant to the organisational objectives
- Organise occasional training for the team
- Ensuring Living Wage and Fair Work requirements are met
- Working with the Director and team, ensure that LAC's policies are regularly updated, compliant, clearly communicated, implemented, and fit for purpose
- Work with the Director and team to ensure the highest standards of Child Protection and Safeguarding.
- Responsible for ensuring all premises, staff, events and projects are adequately insured

4. Reporting

- Work with the Director to manage the submission of high-quality monitoring reports to LAC's core funders including Creative Scotland
- Manage the collation of environmental data
- Hold overall responsibility for monitoring, including participation figures, box office reports and financial
- Work with the team to ensure LAC's data- collection systems are accessible, up-to-date, relevant, GDPR compliant and work well across the organisation

5. General

- Act as the organisation's most senior employee when the Director is absent
- Event delivery support and engagement
- Always act in accordance with LAC's policies and procedures including Equalities (including diversity, access, equal opportunities) and Environmental policies.
- Actively keep up to date with the artistic programme
- Contribute to some of the wider policies and objectives of LAC aims and objectives e.g. green initiatives, programming ideas etc
- Attend all team meetings
- Any other duties as reasonably required

4. Attributes and experience required

Essential

- Strong and demonstratable skills in financial management and financial literacy including experience of developing and managing budgets
- Meticulous book-keeping experience with working knowledge in Quickbooks accounting software or similar
- Experience in working with accountants to deliver Annual Report & Accounts for submission to OSCR and Companies House
- Good track record of delivering reports and keeping to deadlines
- Relevant experience of HR management and legislation
- Knowledge of the Fair Work framework in Scotland
- Knowledge of monitoring and evaluation processes including effective data collection, analysis and reporting
- Knowledge of health and safety procedures

- The ability to work collaboratively with others as part of a small team with willingness to support in practical tasks when required
- The ability to research and implement organisational good practice, processes and procedures, including policy writing
- Knowledge and experience of managing a building or asset
- Proficiency in Google Workspace, Excel, Microsoft Office and Zoom
- Embraces LAC's core values
- Knowledge, interest and understanding of Caithness life and culture
- A collaborative and motivational team player who is;
 - Open and engaging
 - Approachable and empathetic
 - Curious and creative
 - Resourceful and adaptable

Desirable

- Experience of working in the charity/ third sector or cultural sector
- Up to date knowledge of cultural policy in Scotland
- Experience and knowledge of Creative Scotland Multi-Year Funding processes or similar
- Experience of capital development projects
- Experience of working as part of a management team to develop strategy and organisational policies and procedures
- Experience of working with a wide range of stakeholders and partners
- Valid UK Driving Licence



5. How to Apply

To apply please send a CV and cover letter detailing how you meet the person specification and why you are interested in the position and working at LAC.

Please also provide contact details for two references and also indicate any relevant notice periods.

We welcome video, audio or applications in other formats, please include relevant links or passwords. If you require any support with your application, please email info@lytharts.org.uk

Please send completed applications by email to: Charlotte Mountford, Director, charlotte@lytharts.org.uk by midnight on Sunday 27th April 2025.