

CCA: Centre for Contemporary Arts

Finance Manager

Contract:	Permanent (part time)
Hours of work:	25 hours per week. Monday to Friday, (office hours 9am – 5pm). Occasional evening work will be required to attend Board Meetings
Salary:	£27,143 (based on £38,000 FTE)
Probationary period:	6 months
Notice period:	2 months in writing on either side
Place of work:	Office based with the option of some remote working
Start Date:	September 2025

Please note that this is a new role and there will be an opportunity to review working hours, with a view to increasing from the start of the new financial year.

Role

Centre for Contemporary Arts Glasgow (CCA) is looking for someone to join us as Finance Manager to lead our core financial functions and produce high quality financial information with an attention to detail. You will work closely with CCA leadership and other members of the team to aid strategic collaboration and financial performance optimisation across the organisation.

In an organisation with multiple activity strands and a broad suite of partner relationships, you'll be a self-starter who puts communication and collaboration first to ensure stakeholder expectations are met. You'll bring strong problem-solving skills and the ability to make decisions based on accurate and timely analysis.

You will be joining the organisation at a time when strengthening inner resilience, our processes and planning for future sustainability are priority, so there will be an opportunity to add value through process improvements that support effective and efficient delivery against our public funding and earned income.

As Finance Manager, your responsibilities will include overseeing end-to-end finance operations, financial planning, forecasting and analysis, balance sheet reconciliations, payroll, and reporting. You will play a lead role in the organisation's annual audit and be proactive in making improvements to procedures and controls that contribute to best practice governance, guarantees compliance and fosters confidence internally and with our stakeholders.

Accountability

The Finance Manager reports to the Acting Director of Venue Operations and has responsibility for the line management of the new Bookkeeper / Finance Officer (p/time).

Main Purpose of Role...

- Input into strategic and business planning, supporting CCA Leadership with financial planning.
- Oversight of the business, financial and governance aspects of the CCA.
- Ensuring that CCA's finance function is managed efficiently, effectively and to high professional standards.
- Membership of the CCA Finance Committee: prepare papers and ensure actions are carried out in a timely manner
- Presenting to the Board of trustees
- Take a key role in setting budgets, with a focus on long term financial planning and modelling.
- Preparation of Year End reports to submit to accountants and manage the audit process through to the filing of the accounts
- Managing CCA's regular day-to-day business cycle, including overseeing all transactional processes, including purchasing, accounts payable, expense claims, accounts receivable, weekly, and monthly journals, and banking.
- Prepare and maintain a comprehensive monthly management report, including financial performance analyses and KPI summaries.
- Monitor cash flow and competently manage the company budget with accurate forecasting sent to Senior Management.
- Undertake credit control and be the point of contact for escalation cases
- Work closely with Heads of departments on forecasting, budgets and expenditure analysis and project specific costs.
- Analyse financial data and provide key insights to support decision-making for Senior Management Team.
- Prepare relevant weekly, monthly, quarterly, and annual financial reports.
- Manage external relationships with tax advisors, accountants, and bank.
- Develop and maintain financial policies and procedures where appropriate.
- Preparing and submitting quarterly VAT returns and be the main contact for HMRC
- PAYE submission and payment.
- Receive and Prepare timesheets for Weekly & Monthly Payroll for external accountants to process separately. Maintain Wages and Salaries control accounts.
- Treasury management and bank account reconciliation.
- Profit & Loss reporting with Department budget holders (Food & Beverage, Events, Visual Arts & Events Programme, Overheads, Technica and Building Maintenance)
- Box Office reconciliation and promoter's settlements.
- Oversee reconciliation of petty cash.

Your skills, abilities and experience should include:

Essential:

- Proven, accounting skills and experience of working in a financial leadership role

Proven Management skills and experience

- Appropriate accounting qualification (ICAEW, ACCA, CIMA or equivalent).
- Strong systems development skills and experience.
- Familiarity with recommended practice for internal financial controls for charities.
- Extensive management accounting, budgeting and business planning experience.
- Financial accounting experience including use of accounting software.
- Extensive experience using accounting software.
- Proven CRM user experience.

Bank payment processing including use of appropriate software

- Strong IT skills and experience, particularly Excel or equivalent.
- Good working knowledge of VAT, PAYE and other relevant taxes.

Self-starter, collaborative and flexible worker

Articulate with excellent interpersonal skills, including good report-writing skills

Desirable:

- Proven and appropriate business management experience in a creative/arts and/or charity environment.
- Experience of charity SORP Annual Reports.
- Understanding of Creative Sector Tax Reliefs
- An understanding of and engagement with commercial activities.
- Excellent verbal and written communication and presentation skills.
- Understanding of and empathy with Equal Opportunities practice.
- Excellent people management skills and experience.

Experience of working in a small finance team

Terms and conditions

CCA supports flexible working hours and family-friendly/care-friendly policies. Whilst working from home is also supported, the Finance Manager would be expected to be present in the office for a minimum of two days per week.

Holiday entitlement: Holiday entitlement: 140 hours per year (based on FTE).

Application process

We want our workforce to represent all sections of the community and expect all our workers to firmly commit to working with CCA to create an equal, diverse and inclusive workplace.

The deadline for applications is **Monday 1 September 2025 at 12pm**

Date for interviewing shortlisted candidates is **Tuesday 9 September 2025**

- To apply, please send your letter of application outlining why you are right for the role (max. 2 pages), together with a targeted CV to **recruitment@cca-glasgow.com**
- We welcome applications in video or audio file as well as in writing.
Any video or audio files should be no more than 8-10 minutes and submitted via We Transfer to: **recruitment@cca-glasgow.com**
- Please complete the equal opportunities monitoring form

Monitoring Form:

https://docs.google.com/forms/d/e/1FAIpQLSc2ivyUmOaNyRjRoRYNzblEHPXwYKH_YSzMGpMbBH2O9nPUJg/viewform

If you are invited to interview you will be asked about any access requirements you may have to allow us to prepare positively for your needs and/or adjust the interview schedule for your convenience.

The interview panel will be confirmed to shortlisted candidates and interview questions will be shared in advance.

For further information, please contact **recruitment@cca-glasgow.com**

Unfortunately, due to the volume of applicants for advertised positions, we cannot contact unsuccessful candidates or give feedback on applications.

Who We Are

The Centre for Contemporary Arts (CCA) is a multi -arts centre on Sauchiehall Street in the heart of Glasgow, Scotland.

CCA is rooted in its history as a place for contemporary arts and ideas. Our distinctive approach to event programming supports many local, national and international programme partners every year to present a wide range of performances, films, workshops, visual arts and more to audiences in our venue. We also host a range of cultural organisations as tenants and commercial partners, this strand of work co-exists with the cultural programme, often complimenting and enhancing it. CCA delivers a community programme, currently resourced through

UKSPF grant funding. The Third Eye Bar is our own in-house bar and are looking to bring a new hospitality partner on board to relaunch a café offer at CCA.

Our 2025 – 2028 business plan, prepared as part of our successful application to Creative Scotland's Multi Year Funding, sets out CCA's five organisational aims:

1. Community engagement
2. Sustainable practice
3. Equity led
4. Evolving and experimenting
5. Finance and fundraising

Over the past year, CCA has experienced some significant challenges, including financial, and we are now progressing a turnaround plan that is focused on the long-term sustainability of the CCA.

CCA is committed to working constructively to strengthen its organisational resilience, expand income generation models to support financial resilience and offer creative experiences that attract a wide audience.

CCA has always been a unique and vital cultural space, one with a long-standing commitment to community, civic responsibility, artistic freedom, and independence. We remain committed to these principles.