



## Job Description Finance and Administration Manager

**Fruitmarket**

Reports to: Deputy Director  
Salary: 40,000 p.a. (Band 5, SMT)  
Full Time: 40 hours per week (Monday to Friday)

### Our Vision, Mission and Values

To provide inspiration and opportunity for artists and audiences in a public space for culture right in the centre of Edinburgh.

To develop and present a diverse, international programme of artistically excellent exhibitions, commissions, publications, performances, events and engagement activities. To celebrate creativity's ability to make space for meaning, and to welcome people into that space so that they find themselves reflected, represented and recognised, and encouraged to think with contemporary art and culture in ways that are helpful to them.

To be an inclusive, sustainable, socially-committed organisation that centres artists and empowers audiences. To combine the professionalism and reach of a large organisation with the warmth, flexibility and entrepreneurial spirit of a small one.

### Staff structure

Fruitmarket staff is a team of around 55, including office, café and front of house staff. This post heads the Finance and Administration team, managing the Book Keeper and Operations Intern and is part of the Senior Management Team.

### This post

The post's principal area of responsibility is for the financial governance and administrative operations of Fruitmarket. The post is part of the Senior Management Team and oversees all financial procedures and payments and compliance with financial regulations; supports the strategic planning of the organisation; and manages day-to-day administrative functions to enable the smooth running of all programmes and activities.

### Skills and qualifications

- Degree in Finance, Accounting, Business Administration, or related field
- Professional accounting qualification (e.g., ACCA, CPA) preferred

- Minimum 3 years of experience in finance and administration roles
- Strong knowledge of financial regulations and reporting standards
- Excellent organisational and communication skills
- Proficiency in Xero and MS Office Suite
- Interest in systems development and technology for improved efficiencies
- Experience in the arts or nonprofit sector is an advantage

## Key result areas and activities

<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Develop and maintain accurate financial records, budgets, and forecasts and communicate these across the team.</li> <li>• Prepare and present monthly, quarterly, and annual financial reports at Senior Leadership Team meetings and for the Board.</li> <li>• Oversee payments, cash flow, banking and reconciliation processes.</li> <li>• Oversee payroll (inc. tips dispersal), tax filings and statutory compliance.</li> <li>• Oversee the annual VAT reclaim, Museum and Galleries Tax Relief and Corporation Tax processes.</li> <li>• Liaise with auditors and ensure timely completion of the annual audit.</li> <li>• Monitor grant funding and prepare financial reports for funders.</li> </ul>
<b>Governance / Board of Directors</b>	<ul style="list-style-type: none"> <li>• Attend quarterly Board meetings, preparing and presenting financial reports.</li> <li>• Organise and attend quarterly Finance and Audit Subcommittee meetings.</li> <li>• File Directors information and Annual Returns with OSCR and Companies House as required.</li> <li>• Assist in the preparation and dissemination of Board papers.</li> <li>• Maintain records of Board meetings and resolutions.</li> <li>• Draft annual financial statements and Directors' Report for AGM as required under company and charity law.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Oversee office operations, including procurement and vendor relationships.</li> <li>• Support IT and operational facilities as needed.</li> <li>• Oversee HR processes such as recruitment, contracts, and staff onboarding.</li> <li>• Manage relationship with external HR specialist.</li> <li>• Oversee and maintain insurance policies.</li> <li>• Coordinate annual appraisal process.</li> <li>• Support staff teams to ensure compliance with health and safety regulations for all programmes and activities.</li> <li>• Maintain organisational policies and procedures.</li> </ul>

<b>Strategic Support</b>	<ul style="list-style-type: none"> <li>Contribute to organisational planning and risk management.</li> <li>Provide financial insights as part of the Senior Management Team to aid decision-making and organisational sustainability.</li> </ul>
<b>Additional duties</b>	<ul style="list-style-type: none"> <li>Work at exhibition previews and other events as required which may be outwith regular working hours.</li> <li>Undertake first aid and fire marshall training as required.</li> <li>Take part in staff training as required.</li> </ul>

### **Hours of work**

A total of 40 hours a week including one hour per day for lunch.

When work outwith your regular hours is required, and approved by your line manager, an equivalent amount of time may be taken off as agreed in advance with your line manager. This time-off-in-lieu (TOIL) should be taken within four weeks of being accrued or be forfeit.

Gallery staff are expected to attend all exhibition previews and, where necessary, Board meetings. This will not count as TOIL.

### **Terms and Benefits**

- Flexible working patterns (where agreed and operationally viable)
- Employer pension contributions of 4-6%.
- Salary Sacrifice (tax efficient) schemes through Enjoy Benefits including the Bike to Work and childcare voucher schemes
- Starting allocation of 22 days of annual leave (increasing to 24 after 3 years of service) and 9 bank holidays.
- Discount on limited editions and ability to pay in instalments interest free
- Discount of 25% in the bookshop and café.
- Employee Assistance Programme and app available to all staff offering wellbeing support, counselling, legal and financial advice.