

JOB OPPORTUNITY

Finance Manager

Opens Thursday 12th May 2022

Deadline for applications 5pm Wednesday 1st June

Email applications to: alison@openhousefestival.com



Key details:

Job title: Finance Manager

Location: Based at the Court House, 16 Quay Street, Bangor BT20 5ED

Salary: £28,000+ PA, dependant on experience (Fixed term 3 years. This post may be extended or made permanent subject to funding)

Full time post: 40 hours per week

Additional terms: pension @5%

Annual leave: 25 days plus customary holidays

This is a new post, made possible by the Covid Recovery Programme, funded by the Department for Communities and administered by The Heritage Fund in Northern Ireland

Background

Open House is a small independent charity, that aims to transform people and places through arts and cultural activity. Founded in 1999 in Belfast's emerging Cathedral Quarter it played a role in the cultural and economic transformation of post-Troubles Belfast.

In 2013 Open House moved 14 miles along the coast to Bangor, with the aim of revitalising this failing seaside town. Formerly known as the 'Brighton of Ireland', the town centre has come adrift socially, economically and culturally, with empty shops, dereliction, crime and deprivation all on stark display. Despite being the third largest town in Northern Ireland, it has virtually no arts provision and no civic theatre, arts centre or dedicated music venue.

In the nine years since Open House moved to Bangor, it has created a grass roots movement for social change and arts-lead regeneration. It is increasing the aspirations of local people, showcasing talent and increasing capacity, and spearheading the campaign to re-imagine Bangor as a centre of creative and cultural excellence, a progressive, modern seaside town.

We are now undertaking the next step in our evolution – restoration of the former Court House on Bangor seafront, via Northern Ireland's first ever Community Asset Transfer, and creation of an accessible town centre venue for arts and creative activities. The Court House is a Victorian listed building that has charted the town's changing fortunes for more than 150 years. Built in 1866 as a branch of the Belfast Banking Company, and converted to a Magistrates Court in 1954, it was decommissioned in 2013 and transferred to Open House in December 2020.

A £1.5m restoration has been paid for by a range of funders including the National Lottery Heritage Fund plus crowdfunding from local people. Construction work is well underway, due for completion in August 2022, with the doors opening to the public in October.

The transformation of the Court House will create a permanent home and self-sustaining business for Open House, and a springboard for future projects. It will provide a powerful physical example of how arts and culture is leading local regeneration, and how placemaking begins with local people doing extraordinary things.

JOB DESCRIPTION

The Role

We are looking for a talented individual to join the team at Open House as we launch our exciting new independent music and arts venue in a restored heritage building on Bangor seafront. You will have the skills and experience to manage the financial and administrative elements of a busy charity, and will be passionate about our mission to regenerate our town through music and arts.

Working closely with the senior management team, you will play a key role in the operation of the charity and its projects, particularly the new Court House venue, but also the annual Open House Festival in Bangor and other projects as they arise.

You will be responsible for the separation of accounts and financial administration between the charity (non-VAT) and its trading subsidiary (VAT registered). You will report to the Open House Director, supplying financial information to the Board of Trustees, to funders and statutory bodies, and managing day to day financial operations and administration.

MAIN DUTIES

- Manage all payments & debits, and code items to agreed budgets
- Manage systems for VAT on transactions and complete VAT returns
- Reconcile transactions on computer and bank statements and ensure that all accounts balance
- Record, reconcile and track (against projects) all income from box office, bar sales and grant funding etc., including invoicing, credit control, and providing timely information to funders
- Maintain proper records on computer including payroll and finance package (Xero) and submit information as needed to statutory bodies
- Attend Finance sub-committee and Board meetings as needed
- Liaise with the company accountant and auditor
- Review and establish adequate and secure financial systems throughout the organisation including box office, bar and food sales
- Produce regular reports that clearly present complex financial information in easily understood and attractive formats, including cashflow, budgets and financial projections, for the Board, for funding applications etc.
- Support senior staff and contribute to short and long-term business planning
- As a member of both the Open House Team and the Court House Team, you will be expected to work creatively and take on ad hoc duties as needed
- Work to promote Open House values including equality, diversity, best value and confidentiality.

Essential criteria

- A minimum three years relevant experience in a finance role, either as a lead in a small to medium organisation, or within the finance team of a larger organisation
- Fully qualified within a recognised professional accountancy body

- Fluency in using a range of software, including accounting packages such as Xero or equivalent, Microsoft, and HR and project management packages
- Experience of completing VAT returns
- Excellent communication skills – both verbal and written, and the ability and confidence to liaise with external organisations
- Accuracy in reporting detailed financial information including financial analysis reports
- Ability to work under pressure, plan and prioritise own workload, manage competing tasks and meet deadlines.

Preferred skills and experience

- Experience of working within, or with, a charitable organisation, including one with a trading subsidiary
- Experience of working in an arts, heritage or hospitality setting.

APPLICATION PROCESS

Please send your application to alison@openhousefestival.com. This should include:

1. A **concise** CV including any qualifications, training and relevant work experience.
2. Contact details for a minimum of two referees who know your work, including current or previous employers.
3. A covering letter (no more than two A4 pages) telling us why your skills and experience make you the best person for this job, based on the criteria above, and why you want to work for Open House.

Timeline

The closing date for applications is 5pm on Wednesday 1st June 2022

Successfully shortlisted candidates will be notified no later than Wednesday 8th June.

We expect interviews to take place during the week 13th – 17th June at our office in the Fountain Centre on Bangor seafront.

Equality of opportunity

Open House is an equal opportunities employer and does not discriminate on the basis of perceived religious or political affiliation, sex, sexual orientation, marital status, disability, colour, race or ethnic origins.