

Bricks Finance Manager



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ANNE'S HOUSE

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HOUSE**

Job pack

bricksbristol.org
@BricksBristol
#StAnnesHouse





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Community workshop, 2022.

Job details

Applications Open: 07 July 2023.

Deadline for Applications: Monday 07 August 2023.

Candidates notified of shortlisting: Tuesday 15 August 2023.

Interviews: Thursday 25 August 2023 - We will provide interview questions and a report-based task ahead of this date.

Position: Finance Manager.

Responsible to: Head of Operations & Business.

Responsible for: None at present, liaising with external accountant.

Hours: Part Time (20 hours per week).

Salary: £36,000 FTE pro rata - £18,000 actual.

Pension: 3% Nest Pension after probation period.

Annual Leave: 20 days, plus statutory bank holidays, pro rata

Probation Period: 3 months.

Contract: Salaried, PAYE.

Location: St Anne's House, St Annes, Bristol, BS4 4AB, with hybrid/ working from home possible.

St Anne's House

Bricks is a Bristol based social enterprise that works with local communities and creative communities to programme collaborative activities and secure the spaces our communities need to thrive in the long term.

Our flagship project St Anne's House is a creative community hub grown from the ambitions of the communities of St Anne's and the creative communities of the West of England. This includes social prescribing rooms with local doctors surgery, massage, play therapists, a mushroom farm, artist studios, artist collectives, a theatre R&D space, a cooperatively-run gym, a print collective, music labels, community spaces for hire and a community/artist led public programme.

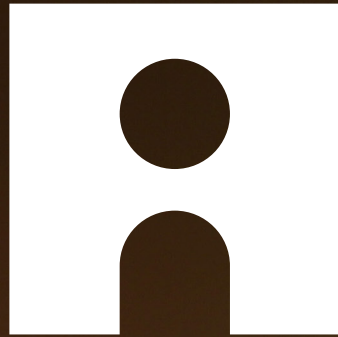
Two years into St Anne's House the project has gone from strength to strength and we are now looking for a Finance Manager to help stabilise the growth we have gone through and set us up for a resilient and impactful future.

Future areas of development include a community cafe, and capital works to the building, as well as further growth of our room hire and co-working income streams.

Bricks Public Art & Creative Infrastructure Agency

Bricks Public Art partners with communities in the West of England to write and deliver programmes of creativity in connection to new developments.

This can include permanent artworks, engagement programmes, transient works and performance. It also includes our work as creative infrastructure consultants supporting the creation of new places to produce and experience creativity and community.



The Role

Bricks CIO and Bricks Trading Limited are recruiting an experienced Finance Manager to maintain oversight of our financial systems, compliance, reporting and strategy across both organisations, ensuring that the Management team and Board of Trustees have the information they need to successfully grow the organisation.

The main purpose of the role is to ensure the effective and efficient running of Bricks CIO and Bricks Trading Limited's finance function, including strategic financial planning, budget management, payroll, reporting and compliance.

Person Specifications

- A high level of proficiency on Xero, including payroll features and building bespoke reports.
- Experience of working with both charities and traditional businesses across a range of income streams and activities.
- A good understanding of grant funders' monitoring and reporting expectations.
- An AAT Accounting level 3, or other relevant qualification.



Academic collaboration workshop, 2023.

Responsibilities

General

- Provide a strategic overview of finances for both organisations and all activities, ensuring that accurate and timely financial reports, data and analysis are produced.
- Work with the Management Team to align financial planning with fundraising and trading targets.
- Oversee process and systems, keeping up to date with charity accounting practice and regulations.
- Contribute to the development of effective financial policies and procedures.

Accounting

- Maintain accurate financial records on Xero, including sales and purchase invoices, reconciling bank payments and receipts.
- Oversee the invoice approval process.
- Review and manage debtors and creditors.
- Process expenses and petty cash.
- Produce monthly payment run for both organisations.
- Post and reconcile accruals and prepayments.
- Maintain the register of fixed assets and calculate depreciation.
- Perform quarterly VAT return, with partial exemption, filing with HMRC within given deadline.

Reporting

- Produce reports for the Finance Subcommittee & attend quarterly meetings which may be outside office hours.
- Produce monthly Management Accounts, balance sheet and variance reports across all activities.
- Produce financial reports for grant funders.
- Maintain 3 year budget forecast with quarterly review and update.
- Produce a 12 month cash flow forecast with quarterly review and update.

Budgeting

- Support budget holders to plan and deliver funded projects within budget, ensuring budget holders provide regular updates, and support staff with training on processes when needed.

Payroll

- Manage weekly & monthly payroll and post analysis journal.
- Make payments to HMRC in respect of Payroll deductions.
- Maintain NEST pension records and make payments.
- Manage leavers, starters, SMP, holiday pay etc.

Annual audit

- Manage the annual audit process with external auditors.
- Liaise with external accountants to file Companies House and Charities Commission returns.

Fundraising

- Support Bricks CIO's fundraising by providing accurate and timely information during the application process, helping to shape budgets for funded projects.

How to apply



Pre application

If you require this job description in another format please contact us hr@bricksbristol.org

Listen to the audio recorded version [here](#)

To ask questions pre application please email hr@bricksbristol.org or call Head of Operations & Business, Anna, on 07709 264201

FAQ will be listed on this [live document](#)



Application

Apply by email to hr@bricksbristol.org

With one PDF that contains:

- Cover letter setting out your suitability for the role and relevant experience [Max 2 sides A4]
- Your CV [Max 2 sides A4]
- Your availability for a start date
- The completed skills matrix [here](#)
- You can use video/audio as part of your application (up to 5 minutes long for cover letter)

Please also fill in the [monitoring form](#)

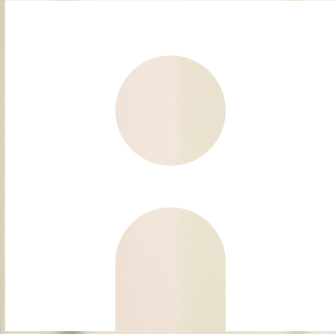
[This is anonymous and kept separate from your application]

Bricks strives to promote equality and diversity at all levels of our team.

We are committed to equality of opportunity, to being fair and inclusive in our ways of working, and to being a place where all belong. We therefore particularly encourage applications from you if you are from a background that is underrepresented in the sector, for example if you are from a community that experiences racism or you are a disabled person (as defined by the Equalities Act 2010), you did not go to University or had free school meals as a child.

We believe our work will be stronger with greater diversity and want to welcome the whole person to work. Our staff are not appointed to represent specific groups or organisations, but to represent themselves and their own experiences and perspectives.

We welcome feedback on how we can improve our recruitment processes.



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