

WYSING ARTS CENTRE
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April 2022

WYSING ARTS CENTRE
FINANCE MANAGER

Wysing's vision is to cultivate the freewheeling imagination. We believe that everybody has the right to time and space for creativity.

Wysing Arts Centre, based in Bourn, Cambridgeshire, includes 20 studios for artists who live nearby, a 17th century farmhouse where visiting artists stay, a gallery, a ceramics studio, a recording studio, fields, woodland, and several outdoor artworks.

Wysing invites artists from across the world to stay and reflect on their practice, outside the habits of daily life. Wysing often champions artists who have not been well supported by mainstream gallery and funding systems. Several artists have gone on to win the Turner Prize or Paul Hamlyn award. Some artists go on to have exhibitions in Wysing's gallery, and many participate in Wysing's lively programme of events.

Wysing engages people of all ages through artist-led workshops, events, online projects, gatherings and an alternative art school called *The Syllabus*. Wysing is currently building a Youth Council who will have decision-making powers in the organisation and is also investigating how to be more accessible, including different ways to share its resources – land, land, buildings, skills, and knowledge – more equitably.

FINANCE MANAGER:

This role is key to our organisation, and we are looking for a Finance Manager with excellent attention to detail, to work within our small team to look after day-to-day bookkeeping, monthly payroll and supporting the Deputy Director with the delivery of exemplar charity financial management.

THE ROLE

Position: Finance Manager

Hours: 10 hours per week (delivered flexibly)

Contract: Freelance (PAYE negotiable)

Location: Wysing Arts Centre, Bourn, Cambridgeshire (this role can be site based, remote or hybrid)

Rate of Pay: £15-18 per hour dependent on experience

Reporting to: Deputy Director

Key Responsibilities

- Carry out all book-keeping duties for the company.
- Manage monthly payroll including pensions and auto-enrolment.
- Support statutory reporting.
- Work closely with budget holders to ensure accurate budgetary information and coding.

Detailed Responsibilities

- Process and maintain accurate and up-to-date electronic records of all day-to-day accounting transactions on Xero.
- Raise invoices to artists and other customers, process receipts, maintain the sale ledger and pursue debts as necessary.
- Post purchase invoices from paperless system, process supplier payments and maintain the purchase ledger.
- Manage petty cash, credit card and other bank payments and receipts.
- Complete bank reconciliations on a weekly basis.
- Prepare regular cost reports for budget-holders, including tracking movements in restricted funds and projects.
- Manage the monthly payroll, process wages payments (including PAYE and pension contributions), deal with HMRC and the company pension scheme.
- Input of quarter end journal entries such as depreciation, accruals and prepayments, and reconcile the balance sheet.
- Assist in the preparation of quarterly management accounts.
- Process quarterly VAT returns and associated payments to HMRC.
- Support the Deputy Director in the submission of Gift Aid claims, reports to funders and annual tax relief returns (e.g. Museums and Galleries Tax Relief)
- Liaise with the company's auditors, assist during the audit process and ensure subsequent statutory deadlines are met.
- Take part in communicating financial policies and procedures to staff and make recommendations for improvements in line with best practice.
- Attend training courses where appropriate.
- Carry out other tasks reasonably requested, in accordance with the post holder's skills and qualifications.
- Work in accordance with Wysing Arts Centre's Code of Conduct, Health & Safety, Environment and Equal Opportunities Policies at all times.

Essential requirements

- At least three years' bookkeeping experience.
- Proficiency in using digital accounting software and running a paperless service. (preferably Xero and hubdoc).
- A sound understanding of accounting principles and practice.
- Highly numerate including Maths qualification (at least to GCSE level).
- Excellent organisational and administrative skills.
- Able to work using own initiative with the ability to prioritise.
- Proficiency in Microsoft Excel.
- Experience of preparing management accounts.

Desirable

- Experience of charity accounting.
- Experience of using Xero.
- Experience of preparing statutory accounts.
- Experience of the audit process.

WYSING'S VISION, MISSION, VALUES AND AIMS:

VISION: To cultivate the freewheeling imagination.

MISSION: Wysing believes in the transformative social and personal benefits of art and creativity, and that a more just world can only be achieved if everyone has equal access to the time and space needed to imagine it. Wysing provides accessible opportunities and resources to think and create, outside the habits of daily life. We support artists to develop their talent; we advocate for the immense value they have in the world, and we work to create the conditions necessary for them to have sustainable careers.

VALUES AND AIMS:

- **Collaborative:** Work together to build resources.
- **Generous:** Model change, sharing our resources equitably.
- **Agile:** Create and seize opportunity.
- **Attentive:** Listen to what people have to say, and respond effectively.
- **Transparent:** Build trust, and be open about how we work.
- **Ethical:** Avoid causing harm to people and the planet.

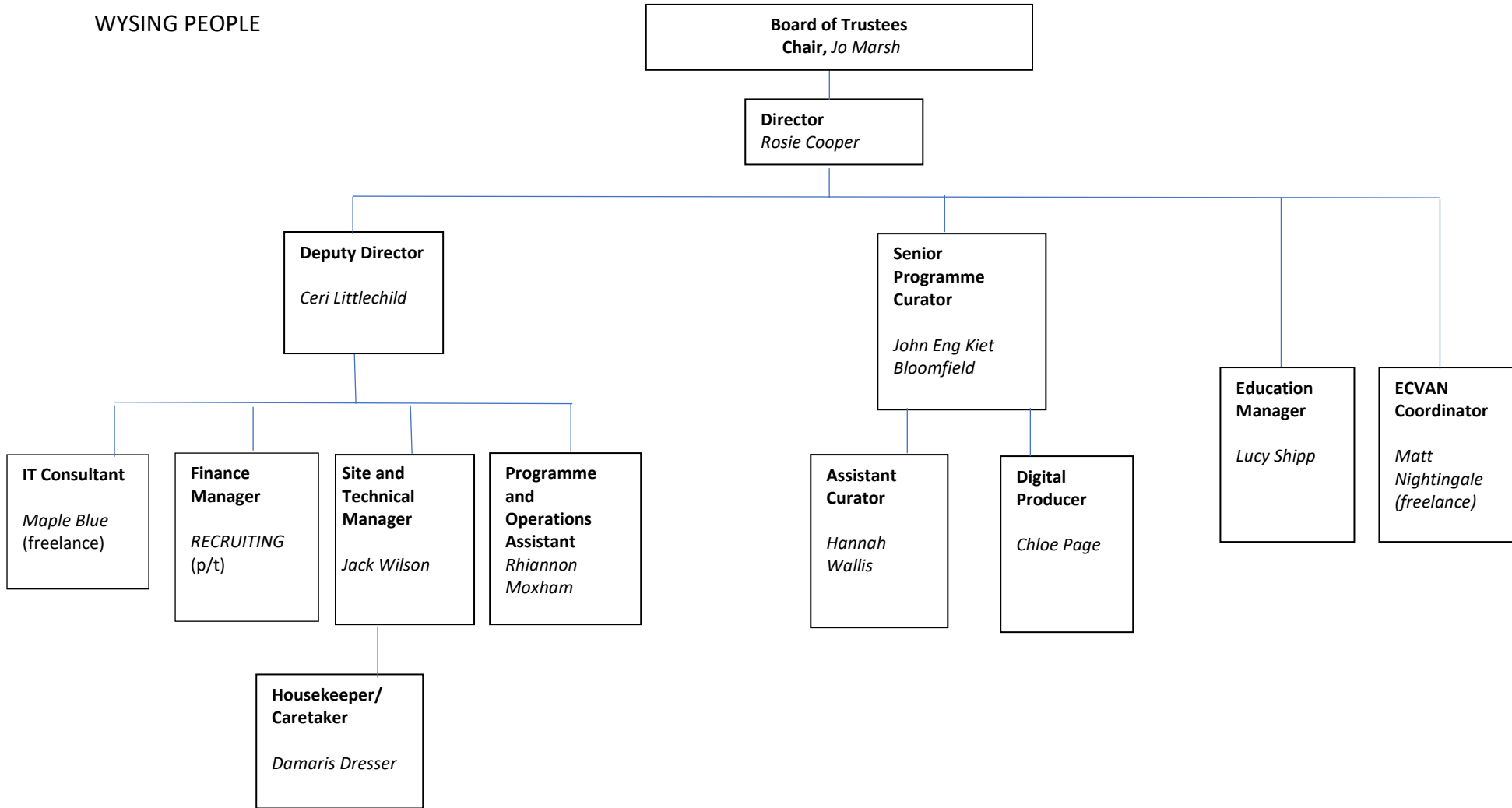
www.wysingartscentre.org

Twitter: @wysingartscentr

Insta: wysing.arts.centre

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WYSING PEOPLE



RECRUITMENT PROCESS

The deadline for applications is midnight on Monday 30th May 2022.

Applications should be [made online via Submittable, here](#)

Once you have set up a Submittable account you can return to your application any time up until the deadline. Please allow enough time to approach us with any questions or queries in using the Submittable website.

We are not able to accept applications after the deadline. Interviews will be held week commencing 6th June.

Please include:

- 1) Details of your previous employment and relevant work experience. List each employer and give a short description of your role alongside dates of employment and reason for leaving.
- 2) What interests you about the post and working at Wysing Arts Centre? Please use this section to articulate why you want to work at Wysing in this role.
- 3) Information on how your skills, abilities, and experience match the key points in the job description and person specification.
- 4) Your contact details.
- 5) Contact details for two referees.

Applications can be made in video or audio format if required and if you have any other access needs to be able to make an application to us, please contact Ceri (details below).

We are committed to providing equal opportunities for everyone regardless of their background. We are particularly keen to receive applications from those who identify as from marginalised backgrounds based on age, racialisation, gender identity or sexuality, disability or long term health condition, pregnancy, maternity or marital status, religion or belief, and class background or class identity.

We acknowledge that people from certain backgrounds are under-represented in the arts sector and we therefore encourage applications from all sectors of the community including those with more diverse backgrounds.

As a Disability Confident Leader, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. Please indicate you are d/Deaf or disabled in your application so that you can be interviewed if you meet the minimum criteria.

For an informal chat about the role, please call 01954 717104 or email ceri.littlechild@wysingartscentre.org