

CFCCA

CENTRE FOR CHINESE
CONTEMPORARY ART

Job Opportunity: Part-time Finance Manager

Employer: The Centre for Chinese Contemporary Art (CFCCA)

Location: Manchester, UK

Salary: £30,000-35,000 pro rata

Contract: permanent

Hours: part-time (15 hours per week)

Reporting to: Director and COO

Application deadline: 22 August 2022

Interview dates: week commencing 30 August 2022

Contact: hr@cfcca.org.uk

Job Purpose:

CFCCA is seeking an experienced Finance Manager to work two days a week to provide the organisation with high-quality financial services. The Finance Manager works with the Director, COO and Managers to ensure and co-ordinate effective financial management, as well as the reporting and planning of CFCCA's operations and activities. This role will be responsible for managing financial responsibilities such as payroll and transactions; maintaining an appropriate internal control framework; applying the terms and conditions of contracts and grants; and facilitating the maintenance of accurate and up-to-date financial and accounting records. The Finance Manager works closely with the COO to control the financial management of the organisation and will produce financial reports for the senior leadership team. The role also supports the wider team to ensure the effective running of the charity when it comes to financial matters. Experience of working for charities or similar organisations is highly desired.

Key Areas of Responsibility

The Finance Manager supports the delivery of CFCCA's objectives through the following areas of responsibility:

Financial management and reporting

- Ensuring robust and timely overall financial management, accounting and reporting.
- Ensuring appropriate financial systems to provide effective internal control and proper audit trail of financial resources.
- Managing payroll, including pension contributions, any deductions, and timely reporting to HMRC.
- Investigating and where appropriate implementing staff benefit schemes (eg. cycle to work, childcare vouchers)
- Ensuring accounting records are well maintained and reviewed for compliance with VAT legislation.
- Liaising with the bank and overseeing bank accounts, ensuring regular reconciliation and cash flow forecast are maintained.

- Supporting managers in the production of invoices, reviewing of aged debtors, and payments to creditors.
- Providing the Director and COO with monthly management accounts including aged debtors and creditors, and other financial information as required.
- Maintaining financial procedures and policies for the organisation.
- Overseeing the annual review of insurance policies, including exhibitions and buildings insurance.

Budget preparation, monitoring and reporting

- Contributing to the organisation's business planning process for approval by the Board of Trustees, including short and medium-term financial planning, plus the creation and annual revision of the budgets for the 3-year business plan.
- Working with the CFCCA's Director, COO and Treasurer to maintain the short and medium-term financial health and long-term financial sustainability of the organisation.
- Working with the Director and the COO to develop annual budgets and cash flows and ensure they are actively managed.
- Monitoring and supporting Budget holders' financial recording and decision making.
- Assisting colleagues to ensure accurate and timely financial reporting to funding bodies, complying fully with their requirements.
- Working with the Director, COO and Managers to ensure necessary returns are made to Arts Council England and other funding bodies.
- Ensuring that appropriate records are maintained to complete Gift Aid claims.

Statutory reporting and Governance

- Preparation of annual financial statements.
- Liaising with auditors to ensure a successful year-end process.
- Recording and analysing transactions to enable completion of Corporation Tax claims.
- Reporting fully and accurately to the Board and committees on financial matters.
- Attending Board of Trustees and Finance & HR Committee meetings, supporting the Director and Trustees, taking minutes and assisting the Director in preparation of quarterly Board papers.
- Compiling papers for quarterly Finance & HR Committee meetings and co-ordinating meetings and attendance.
- Preparing accurate and timely quarterly management accounts for the Board.
- Working with the Director, Trustees and Managers to ensure necessary returns are made to Companies House, Charity Commission and HMRC.
- Ensuring up to date conflict of interest disclosures are kept for all CFCCA Board members.
- Keeping abreast of current charity legislation and best practice and advising trustees and management team accordingly.

General duties

- Supporting the development of a flexible and empowered organisation in which the contribution of staff and volunteers is maximised.
- Helping to create and maintain an organisational culture which encourages staff to work to the best of their abilities and engages them with CFCCA's vision and ambitions.
- Supporting all tasks in line with Equal Opportunities, Environmental, GDPR and Health and Safety policies.
- Undertaking other duties as required and as commensurate with the level of responsibility

Where the post-holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be pursued.

Essential experience, knowledge and skills:

1. At least 3 years' professional experience in financial management
2. Formal accounting and/or bookkeeping qualifications
3. Preparing management accounts, cash flow forecasts and budget management
4. Knowledge of financial systems, including accounting systems and budgetary control
5. Liaising with a range of external agencies on financial matters
6. Good team working skills, including working with staff to establish good financial management for budget holders
7. Familiarity with current legislation and best practice, and the ability to advise the organisation accordingly
8. Willingness to adhere to all of CFCCA's policies including Health and Safety and Equal Opportunities

Desirable:

1. Experience of working in the arts or charitable sectors
2. Experience in payroll and pension scheme administration
3. Knowledge of VAT legislation and reporting
4. Experience in using Sage Accounts software
5. Ability to prepare annual accounts and liaising with auditors
6. Experience in compiling financial reports to stakeholders, such as trustees and funding bodies
7. Experience in international money transfers

How to apply:

Please submit a CV and expression of interest which should be no more than 2 sides of A4 and that outlines how you feel you meet the person specification and how your experience relates to the job description. Applications should be clearly marked 'Part-Time Communications Manager' and sent via email along with a completed Equality Monitoring form (available to download from our website) for the attention of Huina Zhang to: [**hr@cfcca.org.uk**](mailto:hr@cfcca.org.uk)

CFCCA is an equal opportunities employer and welcomes applications from all sections of the community. All information is treated as strictly confidential in compliance with the Data Protection Act.

About CFCCA

The Centre for Chinese Contemporary Art (CFCCA) is a non-profit art institution specialising in presenting and supporting contemporary art practices with a focus on those of Chinese, East Asian and Southeast Asian (CEASA) heritage. Situated in an award-winning building in the heart of Manchester, CFCCA has delivered diverse and vibrant public programmes,

including exhibitions, events, residencies, research, and other forms of community engagement and partnership projects for over 36 years. CFCCA strives to foster cross-cultural exchanges between Manchester, the UK and the world through forward-thinking visual arts programmes that increase the visibility of underrepresented artistic practices from the diasporic CEASA community and enrich the lives and cultures of local and global audiences. The values that underpin this working vision and mission are creativity, compassion, interconnectedness and collectivity. Visit our website for more info: cfcca.org.uk