

**Assistant Finance Manager**

**Applicant Information Pack**

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**06/09/2022**

# Introduction / How to Apply

Thank you for your interest in the role of Assistant Finance Manager at Arts at the Mill CIC T/A [The Old Courts. You will find information about the role and the person specification in the following pages. Before you apply, please read the information included here.

Please use the online application form to apply. A link to the online application form can be found on the [Jobs](https://www.theoldcourts.com/get-involved/jobs/) page of our website. You will need to upload your CV and a covering letter as part of the application process.

All applications must be submitted by **31/10/2022** Successful shortlisted applicants will be invited to attend an interview on WC **07/11/2022**. We can provide a BSL interpreter if required.

As an organisation we are actively seeking diversity in our workforce. We would love to receive applications from people who identify as working class, LGBTQIA+, deaf or disabled, care-experienced, young carers, young people of South, East and South East Asian heritage, African or Caribbean heritage, Gypsy, Roma or Irish Traveller heritage or Latinx heritage.

If you would like further information, support with access, or an informal chat about the post please contact us by email jobapp@theoldcourts.com.

We look forward to receiving your application.

**The People Team**

Arts at the Mill CIC

# About The Old Courts

We are a multi-arts centre based in Wigan with various performance spaces spread across an entire street.

We deliver a diverse packed programme of events with the express aim of placing arts and culture front and centre in Wigan and the surrounding areas. Our spaces are open 7 days a week throughout the year and welcome in tens of thousands of people to enjoy music, theatre, dance, comedy, spoken word, visual art and much more.

# Wigan is a place where world-class culture thrives.

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# Our Mission

# The Old Courts is all about changing perceptions. Our mission is to create, engage and inspire by supporting ideas and hard work, providing cultural opportunities and investing in Wigan and its people.

# Our Artistic Vision

We understand the incredible importance of the Arts – not simply for entertainment, but as the fundamental threads in the fabric of everyday life.

The Arts should not be exclusive to the well-travelled nor a social tool for privileged circles. The Arts are what bond communities and bridge differences with the only true global language, expression.

At The Old Courts, our work is designed to introduce the arts into the lives of the people of Wigan and beyond and to enhance the experience of those who are engaged.

We are driven to CREATE a vibrant, supportive, risk-taking and strategic environment for artists to ENGAGE new and existing audiences and disconnected communities who we will help to INSPIRE change with unrivalled ambition.

# Working at the Old Courts

The Old Courts is a busy organisation with 60+ members of staff.

Attending performances, events and being part of the creative life of the organisation is part of everyone’s role at the Old Courts.

# Our main office space is based inside the Former County Court offices on Crawford Street, Wigan Town Centre. We have a vibrant mix of individual / shared offices and a selection of accessible meeting spaces.

# What we do A significant part of what we do centres around live events; gigs, dance shows, theatre shows, exhibitions, film screenings, sector conferences, audience events and seminars provide artists and the public with the maximum number of entry points to the arts.

# NetworksWe are partners on various networks both locally and nationally across multiple art forms including ‘The Collaborative Touring Network’ for which we have brought outstanding touring shows and co-created new work on site.Producing We have a strong track-record in producing work for artists. A combination of in-house talent, facility and our wider network across the UK allows us to develop embryonic projects into touring, sustainable work. We understand the distance that can exist between a brilliant script and the stage but our ability to aid and structure the research, development and production of work allows work to be made entirely on site.

# Co-Creation

# We are developing several co-created projects which brings artists to Wigan to make work with talent from our borough. One such project is ‘Moving Roots’ which involves theatre producers from partner organisations from around The UK, including London, Cardiff and Peterborough. As a member of this consortium and working with a theatre maker from Manchester, we recently created ‘Rent Party’, a show right here in Wigan created with local talent to provide a platform for both performers in the town and the culture of the town itself.

**Artist Development**
We are fully committed to using our resource as a tool to further the progress of artists. Since first opening our doors we have played a part in the development of artists in many different ways. We have encountered raw talent from individuals seeking opportunity with little or no knowledge of how to find it and we have been approached by established performers who required support in networking or bid-writing. Whatever the ask, whatever the experience and whatever the artist is trying to achieve, we take pride in our ability to unlock potential and play a key role in development. The future of the arts is being forged as we speak. For arts and culture to play an increasingly important role in everyday life, time, experience, knowledge and dedication will always be needed from organisations like ours and we will continue to provide it.

**Community Work**
Our surroundings play a fundamental role in everything we do. We are very proud to be from Wigan and based in Wigan and we appreciate how our organisation has been embraced by those who we live and work amongst. As such, we get great satisfaction from the many community projects we run. We have a community programme filled with meet-ups, social opportunities, upskilling, entertainment and more. The Old Courts is a place where anyone is welcome and it is fair to say that what we do is of significant value to a host of local groups and individuals.

# The Role: Assistant Finance Manager

**Responsible to: Finance Manager**

**Main Role and Responsibilities:**

# We are looking to recruit a proactive individual to assist our busy accounts team. You will be working closely with the Finance Manager and other members of the finance team to deliver timely information and assist in the processing of financial documents. Ideally you will be Qualified AAT (or engaged in Study) and have experience with transacting both sales and purchase ledger documents and reconciliation of individual and banking accounts. Ideally you will have experience with Xero accounting software and job costing or cost accounting. Experience working in the not-for-profit sector and with a demonstrated knowledge of grants and grant reporting would be preferable.

# You need to be confident to work independently on jobs and keeping track of several different projects at a time as well as working with the team to ensure timely delivery of information and be able to work to strict deadlines. The ability to work with other team members who are not financially trained is a key aspect to the role. The role is designed to allow candidates with a range of experience to apply. We will work with you to mentor you and aid in your professional development. The role is office based and is for full time hours (37.5 hours per week). Flexible working hours are available.

# Primary Tasks: Entry of Purchase Ledger invoices, Entry of Sales ledger invoices, reconciliation of various accounts, Control entry of new supplier information, ensuring payments to suppliers are processed in a timely manner, liaising with budget holders and suppliers about invoicing queries, Provide financial support to various individual projects as required. You will be expected to act as cover for the Finance Manager ensuring that all daily and weekly tasks are processed during periods of absence.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| Skills & Abilities | Desirable | Essential |
| Minimum 2 years experience working in a finance role |  | X |
| Experience of working with others to achieve agreed outcomes (multi-agency approach). | X |  |
| Ability to maintain effective working relationships with a wide variety of people and organisations. |  | X |
| Ability to work dynamically and on multiple projects simultaneously. |  | X |
| Ability to work flexibly according to the requirements of the post. | X |  |
| Good IT skills with and ability to learn new software as required. |  | X |
| Excellent written and verbal communication skills.  |  | X |
| Attention to detail.  |  | X |
| Self-motivated and able to work unsupervised with excellent administration, organisational, and time management skills. |  | X |
| Understanding and commitment to equal opportunities and an ability to relate to people across the community. |  | X |
| Prepared to travel when required including to different sitesExperience in the not for profit sectorExperience with grants and grant reportingKnowledge of Xero Accounts softwareKnowledge of construction accounts/job costing/cost accounting | X |  |
| Values |  |  |
| Driven to achieve outstanding results which propel the organisation forward.  |  | X |
| Ambition to improve existing norms in the sector. |  | X |
| Commitment to our mission and values. |  | X |

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# Terms & Conditions

This post is subject to Disclosure and Barring Service Enhanced checks.

**Salary: £28,000** gross per annum

**Hours: 37.5** hours per week, excluding a daily half-hour lunch break.

This role is 5 days per week Monday-Friday.

 Usual office hours are 09:00-17:00hrs.

 We offer flexible working patterns where possible.

 Occasional evening and weekend work may be required.

**Overtime:** No overtime payments.

**Annual Leave:** 33 days including bank holidays.

**Probation period:** 6 months, with a 3 month review

**Notice period:** 1 Month

**Contract Period:** Permanent

**Workplace Pension**

**Scheme:**  Arts at the Mill CIC pension scheme is provided by True Potential.

**Staff Benefits** Company pension.

Confidential Support Service provided by Peninsular.

 Complimentary tickets for performances at The Old Courts (subject to availability and staff ticket policy).

 Discounted drinks and meals in café and bars (subject to discount policy).