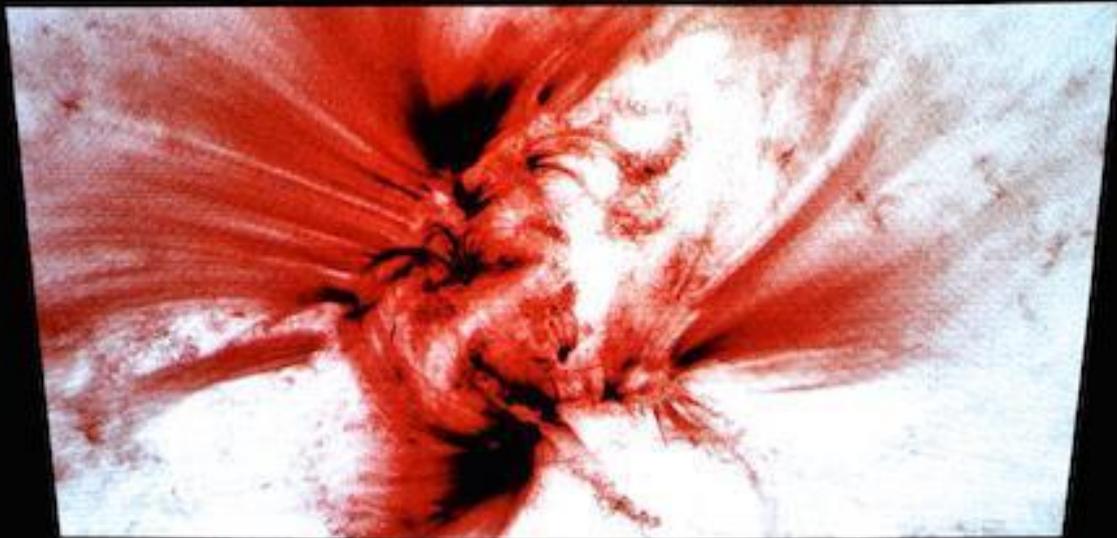


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Renowned internationally and based in Liverpool, FACT inspires people with bold and experimental projects and exhibitions exploring art, technology, science and society. FACT nurtures a diverse future generation of artists, film-makers, creative makers, imaginists and critical thinkers, and supports young people and emerging artists to gain confidence, skills and experience that can pave the way to more productive and enriching futures.

WHO WE ARE

We are a friendly hard-working team of 30-40 staff from differing backgrounds and experience levels, who share a passion for film, art and technology. People are at the centre of FACT and we value all of the individuals that share our story - the team, the artists and the visitors. FACT is structured into teams - Programme (Exhibitions & Learning), Marketing & Communications, Development, Operations & Visitor Services and Finance - who work collaboratively to deliver memorable experiences for diverse local and global audiences. We share our building with Picturehouse, a separate company, who operate the cinema and bar and with whom we work closely to give visitors a great experience.



WHAT WE DO

We aim to provide a world-class artistic programme of contemporary art that engages with digital culture, science and new technologies. We create exciting opportunities for people from diverse backgrounds to participate in art, film, and creative technology projects. Our talent and skills development opportunities enable young people and emerging creative professionals to develop their practices and careers.



We commission and produce artworks, exhibitions, projects and events that bring people together, physically and virtually, from all over the world. We are committed to becoming a carbon neutral organisation by the end of 2021.



VIBRANT LIVERPOOL

In 2003, we opened our award-winning building that features three art galleries, four cinema screens, a lab for learning and experimentation, a café and bar. FACT is situated in the heart of vibrant Liverpool, close to all major transport links. Each year we welcome 250,000 visitors to our building, and collaborate with adults and young people through our Learning Programme, which we deliver in partnership with schools and community organisations across the Liverpool City Region.

BENEFITS

As well as being able to work with creative people across an exciting and diverse range of projects, we provide a number of benefits to improve the quality of life at FACT and at home.

- ❖ Private Healthcare Plan
- ❖ 24/7 Employee Assistance Helpline
- ❖ Extended Holiday Allowance
- ❖ Company Pension Scheme
- ❖ Enhanced Maternity / Paternity Leave
- ❖ Training and Support
- ❖ Cycle to Work Scheme
- ❖ Discounted Travel Passes

FACT aims to recruit the person who is most suited to the job and welcomes applications from people of all backgrounds and identities. FACT cares about diversity in the workplace and the sector and we are committed to building a team whose representation reflects the demographics of the North West with respect to ethnicity, disability and other protected characteristics. We particularly welcome applications from candidates who have Black, Asian or Global Ethnic Majority heritage, who identify as disabled, LGBTQIA+, and/or who are from lower socio-economic backgrounds. You can read our policy for Equality, Diversity and Inclusion on our website fact.co.uk/edi



JOB DESCRIPTION

Job Title:	Finance Manager
Department:	Business and Operations
Reporting to:	Head of Business and Operations
Responsible for:	Finance Administrator
Location:	FACT Liverpool, 88 Wood Street, Liverpool L1 4DQ
Salary:	£34,000-£38,000 pro rata per annum, depending on experience.
Hours of Work:	21-28 hours per week (0.60-0.80 FTE). Days and hours can be flexible. Overtime is not generally paid, but overtime is expected to be managed within flexitime arrangements or through time off in lieu arrangements.
Holiday Entitlement:	31 days in a full holiday year (pro rata), including bank holidays, to rise to 33 days after two years' continuous service.
Pension:	After 12 weeks' permanent employment, FACT will auto-enrol you onto the Company Pension Scheme.
Other Benefits:	Private healthcare plan, 24/7 telephone employee assistance support service, pension scheme, enhanced maternity/paternity plan, training and development programme, social activities and cycle to work scheme.
Contract:	Permanent contract
Probationary period:	This post is subject to a six-month probationary period.
Key application dates:	Submission deadline: Sunday, 6 February 2022 at 17:00
How to apply:	<p>FACT is an equal opportunities employer and welcomes applications from people of all backgrounds.</p> <p>To apply, send a CV and Cover Letter to recruitment@fact.co.uk and complete the following confidential monitoring form</p> <ul style="list-style-type: none">• CV and Cover Letter should be a maximum of 2 pages each• Please label files as: Your Name_CV/CoverLetter_Job Title

Function of Post

The purpose of this role is to lead the financial management of this arts and educational charity, providing higher level strategic support for the CEO, Executive Team and Board of Trustees, timely finance management reports and data analysis. This role was previously outsourced.

Key Responsibilities

Financial Management

- Contribute to the setting and negotiation of budgets on all projects and services.
- Monitor all budgets and undertake monthly budget monitoring meetings.
- Provide financial information and data to the CEO, executive team, board of trustees, sub committees and funders.
- Provide financial information and data to budget managers, in the form of monthly management accounts.
- Actively participate in FACT's Senior Management Team, ensuring financial perspectives are considered in any key decisions.
- Produce cash flow forecasts and balance sheets as required.
- Enforce and monitor financial policies and procedures, making adjustments and recommendations as appropriate.
- Maintain the fixed asset register.
- Liaise with external auditors, bank, HMRC, and other relevant external financial advisors.
- Process quarterly VAT Returns for both FACT and Fact Trading Ltd, the charity's trading subsidiary company (currently dormant).
- Preparing and posting month end journals such as prepayments, accruals and depreciation calculations.

Financial Administration

- Oversee financial transactions ensuring sales invoices are correctly raised in a timely manner and the Finance Administrator enters suppliers' invoices correctly.
- Oversee bank, credit card and petty cash reconciliations are being accurately carried out.
- Oversee payroll and liaise with the HR Administrator to provide up to date payroll information to the outsourced payroll provider.
- Oversee grant funding administration and liaise with the Head of Development (Fundraising).
- Administrate the Group Pension Policy and any other staff benefits that relate to payroll or salary sacrifice schemes.
- Ensure robust credit control procedures are in place.
- Carry out month end and year end procedures as required.

Manage Staff

- Manage the finance administrator.
- Provide advice and support to staff on finance systems and processes.

The above is not exhaustive and the post-holder may be tasked with other duties as appropriate to the role.

PERSON SPECIFICATION

Essential skills and experience

- Part qualified accountant
- Thorough understanding of accounting principles
- Practical experience of preparing management and statutory reports and VAT returns
- Experience of working in a small finance team
- 2 or 3 years' practical experience

Desirable skills and experience

- Full accountancy qualification
- Knowledge of charity SORP and charity statutory accounting
- Experience of using Xero accounting software
- Experience of working in a cultural organisation or in a service sector organisation

Key behavioural competencies

- Attention to detail
- Ability to work with accuracy under pressure to meet deadlines
- Well organised, can manage their workload and plan their time effectively
- Ability to meet deadlines
- Good communication skills
- Able to work with a wide range of stakeholders
- Responsive and flexible
- An interest in the arts