

# LIGHTHOUSE

## Job Pack

<b>Role:</b>	<b>Finance Manager</b>
<b>Part-time Contract:</b>	<b>£30,000 (pro rata)</b>
<b>Hours:</b>	<b>2 days per week (15 hours)</b>
<b>Deadline for Applications:</b>	<b>12pm, Thursday 5th March 2020</b>

## Summary

We are looking for an experienced individual to be responsible for the financial management and associated policies and procedures at Lighthouse. Reporting to the Artistic Director/CEO, the successful candidate will play an integral role and contribute to the financial and business planning of the organisation. This is an ideal opportunity for someone looking to apply their skills in a busy arts charity, in a supportive and friendly environment that is stimulating to work and develop in.

Purpose of the role:

- i. Contribute to the planning, setting, managing and monitoring of Lighthouse's budget and cashflow.
- ii. Be responsible for the good management of all aspects of the company's finances, including running and enhancing Lighthouse's financial systems and processes, and ensuring our financial security and efficiency.
- iii. Ensure compliance with our legal and business obligations as a Charity.

## About Lighthouse

Lighthouse is a Brighton-based arts charity that specialises in connecting new developments in art, technology and society. We provide an accessible programme of training, talks, exhibitions, commissions and education initiatives.

For over 30 years, our programme has revealed new ways of presenting artists and the creative industries, including how artistic work and practice can cross boundaries and disciplines, and be used as a way of enhancing digital technology and its place within society.

Key projects include Re-Imagine Europe, a four-year collaboration that joins ten cultural organisations with artists and audiences across nine European countries, and [Viral](#), a creative development programme for 16-25 year olds in Brighton & Hove who want to work in the creative and digital industries. In recent years, Lighthouse has produced, presented, and commissioned work by many internationally renowned and emerging artists and filmmakers, including [Haroon Mirza](#), [Peter Middleton & James Spinney](#), [Lynette Wallworth](#), [The Otolith Group](#), [Kutlug Ataman](#), [Matthew Herbert](#), [Holly Herndon](#), [David Blandy](#), [Larry Achiampong](#), [Trevor Paglen](#), [Invisible Flock](#), and [Rafael Lozano Hemmer](#).

Lighthouse has a fantastic building in central Brighton, in the heart of the North Laine area. As well as housing our own exhibitions and events, we have a range of spaces available to hire for events such as workshops, meetings, talks, screenings and receptions. We also host office suites for creative companies and have nine companies from the arts and creative industries working alongside us in the building.

## Job Overview

Lighthouse is an equal opportunity employer and welcomes applications from all members of the community, especially those that are currently under-represented within cultural organisations (including BAME, LGBTQ+ and disabled people). We are a UK Living Wage employer.

<b>Tenure:</b>	Part-time permanent contract
<b>Hours:</b>	2 days per week (15 hours)
<b>Salary:</b>	£30,000 (pro rata)
<b>Holidays:</b>	25 days per annum, plus statutory public holidays (pro-rata)
<b>Responsible to:</b>	Artistic Director/CEO
<b>Notice period:</b>	Three months
<b>Pension scheme:</b>	Lighthouse offers a contributory work-based pension in line with the government legislation regarding auto-enrolment.

Normal hours of work will be from 9.30am to 6.00pm, during which one hour should be taken for lunch.

## Job Description

The Finance Manager will undertake and be responsible for the following duties:

### Financial Management, Planning, Reporting & Analysis

- Set the annual budget, with the AD/CEO, Executive Team and Board. Manage and monitor the budget on an ongoing basis, reporting on and dealing with any significant trends and variances.
- Ensure up-to-date and clear budgets, financial reports and cash flow forecasts are produced for discussion with the AD/CEO, Executive Team and Board of Trustees.
- Support the AD/CEO, Executive Team and Board with excellent financial information and analysis to inform business planning and decision making and help devise and deliver initiatives to increase income and reduce expenditure.
- Attend Finance Subcommittee and Board meetings to report on the company's financial position.
- Lead and monitor financial risk management across the organisation.
- Oversee book-keeping and accounting activities, and ensure all statutory accounts are prepared as required for the annual audit.
- Liaise with budget holders to ensure that information is shared in a timely manner to enable them to manage project budgets within agreed levels, and to enable production of management accounts and funding reports within agreed deadlines.
- Oversee and manage the financial administration and reporting of Re-Imagine Europe, funded by Creative Europe, ensuring that all obligations and deadlines are met.
- Manage and supervise all bank or other financial accounts held in the name of the company.
- Advise on the selection of auditors, bankers, insurers, financial systems and other financial advisors and contractors as required.

## **Governance and Compliance**

- Be responsible for ensuring legal compliance with all statutory obligations within charity and corporate law (e.g. HMRC, Charities Commission, Companies House), and maintain an up-to-date overview of financial, tax, administrative and operational best practice.
- Ensure annual returns are filed within required deadlines to Companies House and the Charities Commission.
- Ensure that all financial reporting requirements are met for public and private sector funders.
- Supported by the Head of Operations, set and review internal policies and ensure all legal and best practice requirements are met.
- Oversee all Lighthouse contracts with external agencies, such as property management, insurance, programme partners, etc.

## **General**

- Support the AD/CEO and Board of Trustees to develop and achieve the successful delivery of Lighthouse's Business Plan.
- Advocate for and promote Lighthouse at all levels, and represent the organisation at regional, national and international levels, as required.
- Undertake such other duties as required by the AD/CEO and Board.
- Work as part of the Senior Team to contribute to effective strategic and operational decision making.

## **Person Specification**

### **Essential:**

- Minimum 5 years' experience as a finance manager or equivalent.
- Excellent knowledge of charity and company law and obligations.
- Experience of developing and delivering financial strategies.
- Ability to prepare and present accurate and timely financial reports.
- Excellent numeracy skills and attention to detail, and the ability to work accurately under pressure.
- Understanding of the current finance issues relating to working in the finance department of a charity or a small business.
- Ability to investigate a problem or situation beyond routine questioning.
- A high level of digital literacy, with strong ICT skills including experience of using software such as Excel, Microsoft Word, GoogleDocs and Quickbooks.
- Excellent organisational and administration skills, and the ability to juggle and manage multiple priorities and sometimes conflicting deadlines.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills and the ability to establish and maintain positive working relationships.
- Strong commitment to high standards of performance.
- Ability to work independently and as part of a team.
- If no prior experience of working in the arts or cultural sectors, a strong and demonstrable interest in contemporary arts and digital culture.

### **Desired:**

- An accounting qualification or equivalent.
- Experience of working at a similar level or in a similar role in another arts/culture organisation.

- Experience of working on a EU-funded project, and the associated administration and reporting requirements.
- Familiarity with VAT as it applies to Charities.
- Familiarity with the Charity Statement of Recommended Practice “SORP” FRS 102.
- Reporting to a Board of Trustees.

## Support & Development

Lighthouse offers a supportive team environment where everyone’s voice is valued. We all work together to create high quality artistic programme, events and a great visitor experience. You will be supported by the team in your role and will receive training and opportunities to build your skills and knowledge. This includes:

- Full induction training on how to complete daily duties for your role.
- A Personal Development Plan.

## Place of Work

The offices of Lighthouse will be the primary place of work, at 28 Kensington Street, Brighton, BN1 4AJ.

## How to Apply

Interested candidates should send their submission by completing the online application form here:

<https://form.jotform.com/200372927267357>

After completing the application form you will receive a link to the diversity monitoring form.

**Deadline: 12pm, Thursday 5 March 2020.** No late applications will be accepted. We regret we cannot give feedback on unsuccessful applications.

## Key Dates

**Role advertised:** Friday 6 February 2020

**Closing date:** 12pm, Thursday 5 March 2020

**Shortlisted candidates contacted for interview:** by 5pm, Friday 13 March 2020

**Interview date:** Wednesday 18 March 2020

## Enquiries

Enquiries should be addressed by email to Emily Kyriakides, Executive Director - [emily@lighthouse.org.uk](mailto:emily@lighthouse.org.uk)