



ABANDON NORMAL DEVICES

Abandon Normal Devices (AND) is a commissioning agency delivering ground-breaking projects and festivals that challenge conventional modes of participation through a dynamic public programme of art, new cinema and digital culture.

With a distinct emphasis on creative enquiry and provocations, AND creates a space where artists and audiences can reflect on the impact of new technologies asking that our assumptions be taken apart, rejecting the status quo and asking what is “normal”? AND’s portfolio consists of film happenings, exhibitions, research programmes, online projects, residencies, public realm interventions and a roaming biennial festival, the next of which will happen in September 2017.

AND is an Arts Council England (ACE) National Portfolio Organisation (NPO) receiving £135,000 pa in regular revenue funding. In addition to ACE’s support we also receive EU and British Institute funding plus contributions from local authorities depending on where activity is taking place. We are currently in receipt of £75,000 from such sources and we anticipate our total turnover in 2016/17 will be £300,000. In a festival year the turnover will reach £500,000. AND became a charity in May 216.

AND is chaired by Howard Rifkin (independent consultant and formerly Director of Arts, ACE, North West) who is supported by the other Board Members Dave Moutrey, (CEO HOME) and Mike Stubbs (CEO, FACT) and Abigail Gilmore (University of Manchester).

Current situation

We are now entering the next exciting phase of our development following the establishment last year of AND as an independent company and the adoption of a new operating model, which includes establishing an artistic programme with a range of partners outside of the festival context and establishing our own governance, operating, financial and administrative systems.

AND has a small dedicated staff team led by the Director, Gabrielle Jenks, the team consists of Senior Producer, Ruth McCullough, Marketing Manager Catherine Waddington and Co-ordinator Sarah Blaszcok. The team and its current Board have developed a new business plan to 2018, which maps out the key and critical stages of our organisational and artistic development as we evolve from having been originally an initiative of our founders, FACT, Cornerhouse and folly to being a fully independent charity with executives employed to deliver a public programme of work within strategy and policies agreed by the Board of Directors.

We have benefitted from specialized finance support to set up finance systems which allow us to process financial information and reports efficiently using Sage Line 50 and Excel. We are now looking to recruit a permanent Finance Manager who can work with us to implement this plan.

Finance Manager Job Pack

Title : Finance Manager
Reports to: Director
Salary : £30,000k (pro rata) depending on relevant experience
Contract : 1 day per week and permanent
Office and Hours: 9:30- 18:00
Application Deadline: 3rd Feb 12:00
Interviews wk beg: 6th Feb
Appointment: 1st March

Application Process: Please submit your CV and a covering letter to hello@andfestival.org.uk . If you have any questions before applying feel free to contact the Director directly on gabrielle@andfestival.org.uk.

Main Purpose

To work with the Director, Producer and Co-ordinator to maintain the company's finance functions in an efficient and effective way. This includes processing and inputting sales and purchase ledger, payroll for four members of staff, preparation of financial reports and management accounts and working with the company auditors to prepare the year end management accounts.

Data Input

- Importing of purchase ledger invoices onto Sage Line 50
- Processing of sales receipts and credit control
- Processing monthly PAYE Payroll and Pensions management for four staff
- Monitoring VAT activity to ensure we have no requirement for VAT registration
- Modelling the Cash Flow forecast in detail
- Importing Petty Cash and Credit Card reconciliations and preparing bank reconciliation
- EU finance reporting on complex projects

Finance Management

- Implementation of financial controls to ensure efficiency, stability and good governance
- Provision of relevant, realistic, well thought through professional advice which is in tune with the business model and turnover
- Liaison with Chartered Accountant / Auditor including assistance in preparation of Year End Accounts
- Working with the Director and Producer to prepare annual budgets and providing information to inform the business model.
- Prepare annual cash flows in close collaboration with the Managing Director.

Quarterly reporting (External):

Assisting the Director and Producer with EU Reporting on multiple, complex projects dealing with information from several international partners in different currencies. Assisting the team with reporting for Arts Council England and other funders.

Quarterly reports, produced in collaboration with the team:

- UK and EU Project review
- Cashflow forecast including Working capital report
- Overhead budget lines review
- Updated payroll and taxation control accounts
- Three month rolling cash flow prepared in full detail once a month.

Payroll, VAT and Tax:

- Prepare payroll for authorisation & sign off by Managing Director
- Monthly payroll control accounts on Sage
- Issue pay slips, P60's, P45's etc
- Deal with all aspects of pension requirement.

Annual Reporting

- Assist the Managing Director to prepare year end management accounts
- Collate all relevant information in a timely manner after the year-end.
- Prepare audit files and assist auditors with the preparation of the statutory accounts.
- Provide a clear audit trail for audit visit.
- Prepare accrual, prepayment and depreciation journal
- Ensure all Companies House filing is completed on time

Ideal candidate profile

- 4+ years experience in a similar role
- An Accounting Qualification
- An understanding of Charity/CIC/3rd Sector Accounting Practices
- A skilled user of SAGE 50, including integrated project, payroll, pension and banking modules.
- Demonstrably strong interpersonal, communication and writing skills
- A proven ability to independently prioritise own workload
- A demonstrable interest in the arts and creative industry