

They Eat Culture
It's about people
It's about place
It's about talking
It's about trust
It's about assets
It's about disruptio
It's about commitm
It's about you and
us.

THEY
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CULTURE

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ABOUT US

They Eat Culture, founded 2009, is a direct creative intervention into the cultural life of Preston, Lancashire, and wherever we are invited to work. We work with creatives, artists, thinkers & commentators, and partners to present, commission, and produce creatively and artistically ambitious live & digital projects, often co-designed with communities and always in relationship to the places we live.

We bring people, cultural and social need together with our interdisciplinary creative practice; underpin it with research methods to make great art; and help place-based change happen through our shared work. We are radical creative placemakers, and we can happily show you the effective results of our work over many years.

We cut across social inclusion, community cohesion, health & wellbeing, social justice, and citizenship agendas. We also contribute to economic development, day & night economies, planning, destination marketing and cultural tourism. We help build place with ambition, usefulness, and integrity.

We have gained a solid reputation around accessing and developing cultural and arts opportunities in areas with low socio-economic engagement and little access to culture. Our asset-based approach helps develop place, health and wellbeing, community cohesion, and social justice, alongside developing creative content for and with publics which amplifies voices in Lancashire.

We respond to commissioner, funder, or community need. This covers a variety of activity, including public programmes, long-term cultural engagement programmes, moving image and digital projects, built-environment interventions, through to land-mark celebrations and large-scale experiences. We develop bespoke solutions, but increasingly develop 'off the shelf' activity for commission, and work as a producing partner and engagement co-design consultancy.

We work in regional (Preston Creative Partnership & Arts Lancashire) and national consortia & as a Lancashire strategic organisation. We work with national and international creative, social, and artistic agencies, alongside a wide partnership on the ground in Lancashire. Our organisation is led by founder Ruth Heritage, has a dynamic team of 7 (FT & PT), and are steered by a board and a critical friends group.

Current situation: They Eat Culture has recently developed and initiated, alongside our communities, critical friends, and board, a 5 year vision and business plan. Our current work is built around our 3 year Big Lottery / Reaching Communities activity 'Mobile Home', which provides a platform to create and commission new art and activity. A flexible team, we are shifting alongside the needs of our projects, and need to recruit a finance manager to work alongside the team as a stand-alone role.

JOB DESCRIPTION

JOB TITLE: **Finance Manager**

SALARY: **£24-28,000k (pro rata) depending on relevant experience**

CONTRACT: **1 day per week, permanent**

LOCATION: **Preston**

THE ROLE

» This post works directly with the Director, Programme Manager, Project Managers, Board lead for finance, and liaising with our external accountants, to provide and manage the pivotal day-to-day finance functions of They Eat Culture's portfolio of projects and activities. This includes aspects of processing, sales invoices & receipts, payroll, project budgets, reports, management accounts, and year-end reporting.

RESPONSIBLE TO: **Director, They Eat Culture**

KEY OBJECTIVES:

- » To work with the director to ensure the financial sustainability of the organisation.
- » To ensure that financial systems and processes are robust and appropriately delivered across the organisation.

RESPONSIBILITIES:

FINANCIAL PROCESSING

- » Input of purchase ledger invoices onto QuickBooks
- » Processing of sales invoices and credit control
- » Processing monthly info for PAYE Payroll provider and Pensions management
- » Monitoring VAT activity to ensure we fulfil statutory obligations
- » Modelling the Cash Flow forecast in detail
- » Processing Petty Cash and Credit Card reconciliations and preparing bank reconciliation
- » Production of monthly management accounts including balance sheet, profit/ loss statement with narrative for board of directors
- » Support budget managers in effective management and reconciliation of budgets.
- » Finance reporting on complex projects
- » Managing petty cash systems
- » Processing accruals, pre-payments & deferred income

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 team to forecast & prepare annual budgets and providing information to inform the business model
- » Prep annual cash flows in close collaboration with the Director.
- » Assisting the Director and team in reporting on multiple, complex projects to our funders, and understanding the different needs of funders

ANNUAL REPORTING

- » Work with accountant 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 account
- » Provide a clear audit trail for audit visit
- » Ensure all Companies House filing is completed on time

IDEAL CANDIDATE

- » 4+ years experience in a similar role
- » An Accounting Qualification
- » An understanding of Charity/CIC/3rd Sector Accounting Practices
- » A skilled user of online finance packages
- » Demonstrably strong interpersonal, communication and writing skills
- » A proven ability to independently prioritise own workload
- » A demonstrable interest in the arts and creative industry

LOCATION:

The post is based at the They Eat Culture office at The Continental, South Meadow Lane Preston, Lancashire, PR18JP. Office Hours are between 9am & 6pm. Time-flexible working arrangements are negotiable.

HOW TO APPLY:

Please submit your CV and a covering letter. Please also indicate approximately when you would expect to be able to start if you were offered the post.

Please send your application by email to info@theyeatculture.org

For an informal conversation about the post please contact Director Ruth Heritage ruth@theyeatculture.org

We will acknowledge all applications received by the deadline by email to the address from which they were sent.

Deadline for applications **7th June 2017**

Candidates will be notified of whether they have been shortlisted by **9th June 2017**

Interviews will take place on Week Commencing **12th June 2017**

Equality monitoring – please return the equality monitoring form with your application. If you choose not to complete this form, your application will not be affected. You may also send this form separately if you wish.