



## **Job Description**

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| Title of post:  | Office and Finance Manager   |
| Accountable to: | Chief Executive  |
| Hours:          | Full-time (35 core hours per week)<br><i>including evenings and weekends when required</i>           |
| Location:       | Initially from home, but then based in the Fèis Rois office at 16/17 High Street, Dingwall, IV15 9RU |
| Salary:         | £25,000 - £30,000 depending on experience  |
| Holidays:       | 25 days plus 10 public holidays  |

### **About Fèis Rois**

Founded in 1986, Fèis Rois is one of Scotland's leading traditional arts organisations. A small organisation with a big impact, Fèis Rois creates transformative opportunities for people of all ages to celebrate and engage with traditional music and the Gaelic language. Our vision is to promote excellence and encourage participation in all aspects of the traditional arts, including supporting creativity, innovation and contemporary practice in Ross & Cromarty, Scotland and beyond.

For further information about Fèis Rois, please visit [www.feisrois.org](http://www.feisrois.org)

### **Primary Purpose of the Office and Finance Manager Role**

To support the Chief Executive and staff team in the successful delivery the Fèis Rois Artistic and Strategic Plan. You will manage the day-to-day company finances and support the Chief Executive in the overall management of the company.

## **Specific Duties and Responsibilities**

### **Finance**

- Ensure sound financial processes are in place and implemented
- Pay and raise invoices and record all income and expenditure appropriately on budget monitoring spread sheets and on SAGE
- Oversee all project budgets and core expenditure
- Process and record online sales and donations
- Process the monthly payroll (4 staff at present), including pensions
- Manage any daily banking and petty cash
- Reconcile bank statements
- Manage the finances of the organisation and provide accurate financial information, including preparing management accounts to an agreed timescale
- Work with the company accountants in the preparation of the year-end accounts process and audit

### **General Company / Office Management Duties**

- Work with the Chief Executive to maintain and develop existing organisational and administrative systems
- Oversee the implementation of these systems across the organisation
- Ensure annual insurance is up-to-date and meets the needs of the programme of delivery
- Manage relationships, leases and service agreements with our landlords and other suppliers
- Ensure the security of the office premises by making sure alarms are maintained regularly
- Ensure the Health & Safety policy is maintained and implemented in accordance with best practice and all activity is planned to include risk assessment and compliance with Health and Safety regulations
- Organise annual PAT testing
- Responsible for ordering office equipment and company merchandise, as well as stock taking
- Responsible for arranging any office maintenance / repairs
- Coordinate IT support for the company
- Lead on the implementation and evaluation of a robust environmental policy, including preparing quarterly carbon management reports
- Lead on compliance with GDPR legislation
- Work with the Chief Executive and Board of Directors to ensure company policies and procedures are up to date and fit for purpose
- Responsible for daily mailing and directing general enquiries.

## **Governance**

- Collate quarterly Board papers, including preparation and presentation of management accounts and financial projections and forecasts as required
- Manage all annual reporting and communications with OSCR, HMRC and Companies House

## **HR**

- Organise and lead the induction programme for any new joiners (PAYE)
- Prepare contracts for freelance staff contracted to work on projects
- Coordinate and record all staff training
- Participate in training as required

## **Other**

- Fully participate in company meetings and events as required
- Contribute to the on-going fundraising of the organisation as required
- Any other duties appropriate to the post or the organisation. Given the nature of the company, there may be occasions when you are asked to work outside of normal working hours. Fèis Rois has a TOIL policy.

## **Essential Skills and Experience**

- At least three years in a promoted administrative / financial role
- Knowledge and experience of using SAGE accounting software
- Good IT skills and confidence in using all Microsoft Office packages, particularly Excel
- A reliable individual who is trustworthy with confidential information
- Knowledge of health and safety legislation
- Excellent administration and organisational skills
- Experience of managing multiple priorities and being able to work within tight deadlines
- Excellent communication skills
- An ability to work as part of a small team and build relationships with external partners and stakeholders
- The ability to be flexible and adaptable

## **Desirable Skills and Experience**

- Degree educated in a relevant discipline
- Previous experience of working in a similar role in the arts / third sector
- Working knowledge or fluency in the Gaelic language
- Knowledge and understanding of the traditional arts sector
- Experience of managing funding from a range of different sources

### **Personal Qualities**

Analytical and a problem solver  
Strategic thinker  
Approachable and empathetic  
Energy and commitment

The successful candidate will be required to complete an Enhanced PVG application with Disclosure Scotland.

### **Timescale and Application Process**

To apply for this post, please send your CV and 2 x A4 sides maximum outlining why you would like to take up this role with Fèis Rois, and what relevant experience you can bring to the organisation, to [Fiona.dalgetty@feisrois.org](mailto:Fiona.dalgetty@feisrois.org) no later than **5pm on Monday 23<sup>rd</sup> November**.

Interviews will be held on **Tuesday 1<sup>st</sup> December 2020**.

This post is becoming available as our outgoing Office Manager, Marion Mackay, is retiring after 12 years with Fèis Rois. The successful candidate should be available for a maximum of 16 hours of handover time with Marion between 3<sup>rd</sup> and 16<sup>th</sup> December 2020. You will be paid for these handover sessions and they can be arranged at a mutually convenient time, including in the evenings if you are coming from another job and cannot be available during the working day whilst working your notice period.

Expected start date: **Monday 11<sup>th</sup> January 2021**.

If you would like to arrange an informal conversation before you apply, please feel free to contact outgoing Office Manager, Marion Mackay at [marion.mackay@feisrois.org](mailto:marion.mackay@feisrois.org)

**Fèis Rois is an equal opportunities employer.**