



NORFOLK **NSM** NORWICH
FESTIVAL

**Finance Manager
Executive & Finance**

Norfolk & Norwich Festival shares exceptional arts experiences across East Anglia. We lead and support celebration, creativity and curiosity in our community to make our part of the world a great place to live, learn, work and play.



Dear Applicant

Thank you for your interest in the role of Finance Manager at Norfolk & Norwich Festival.

Our current Finance Manager is retiring at the end of July having been in post for over 17 years. This vacancy offers the opportunity for an experienced finance professional to join a major creative arts organisation at an exciting time in its long history.

In 2022 the Norfolk & Norwich Festival celebrated its 250th anniversary. The organisation now delivers two key strands of work. The annual Festival which takes place in May and our Creative Learning programme, Festival Connect & Create.

The Festival programme encompasses many different art forms, it is contemporary, international and for everybody. The Festival is distinctive because we collaborate with artists – from down the road and around the world – to explore the unique physical and cultural identities of our place and to make art which is meaningful to the lives of our audiences.

Festival Connect & Create (FC&C) activates creative people and cultural communities by connecting leaders, delivering interventions and sharing ideas, knowledge and experiences. FC&C is a year-round initiative across East Anglia (Norfolk, Suffolk, Cambridgeshire and Peterborough).

Norfolk & Norwich Festival welcomes applicants from a wide mix of people. We are really interested in hearing from people who possess transferable skills and have experience working with artists in community settings. We also welcome applicants from a wide mix of people because we want our workforce to be inclusive of people from a diverse range of backgrounds. We are therefore particularly interested in receiving applications from people who identify as disabled, people from culturally diverse backgrounds and people from socio-economic backgrounds that are currently under-represented in the arts.

All the information you need about the post and the application procedure is provided in the accompanying documents. If you have any questions about the post feel free to email me via Sava Radulovic, Office Manager on sava.radulovic@nnfestival.org.uk. The deadline for applications for the post is 12pm noon Monday 13 May 2024. Interviews are planned for Wednesday 22 May 2024.

If you are interested in working for us and believe this job suits you, I encourage you to apply.
Best wishes,

A handwritten signature in black ink that reads 'Daniel Brine'.

Daniel Brine
Artistic Director and Chief Executive



PROGRAMME PRINCIPLES

- **Art relevant to today**, blurring the boundaries between art forms and between art and everyday life.
- **'Festival spirit'** which we bring to our work to celebrate, to share cultural experiences and to bring our community together
- **Questions and actions about a changing world**, with a focus on: Equality, diversity and inclusion; placemaking; and environmental sustainability

OUR GOALS ARE...

- To have more people experience and value the arts
- To hold a unique and distinctive arts festival, which supports creative practice and is valued by audiences
- To be a champion for excellence in our cultural offer for all children and young people
- To be embedded in Norfolk and Norwich and to extend our reach and influence across East Anglia and beyond.
- To be socially responsible, committed to questions and actions about a changing world
- To have a stable and adaptive business structure with diverse income streams.

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Finance Manager

Hours:

3 days per week, plus 12 additional days over the festival

Part time, 0.65fte, permanent

Salary:

Up to £30,000 per annum, pro rata, depending on experience

Closing date:

Noon, Monday 13 May 2024

Interviews:

Wednesday 22 May 2024





Role & Responsibilities



Reports to: Head of Finance

Purpose of Role: To assist the Head of Finance and Finance Officer with maintaining the financial records of the Charity.

Sales/Customer Ledger and other Income

Responsible for the Sales/Customer Ledger:

- Raise and post sales invoices to Sage
- Reconcile sales/customer accounts
- Run monthly debtors listing, monitoring overdue payments
- File paid in remittances
- Run Spektrix reports, reconciling and posting income to Sage
- Run EPOS reports and post income (during festival period)
- Daily reconciliation of bar income receipts to EPOS reports and Sage (during festival period)
- Prepare and submit gift aid returns
- Record grants and donations

Banking & Cash Handling

- Bank cash and cheques
- Prepare regular bank reconciliations, monitor bank accounts and update weekly bank account summaries
- Set up or release authorised BACS and overseas payments
- Maintain the PayPal account (check income and transfer funds into the bank account)
- Oversee payments taken via NNF credit card machines
- Update customer and supplier ledgers for bank transfers and Direct Debits
- Post bank receipts and bank payments
- Ensure bank mandates are maintained
- Process, record and post cash requests and artists per diems
- Monthly reconciliation of the finance float and office petty cash

Role & Responsibilities cont.



Payroll

- Administer and process monthly payroll and arrange payments for all permanent and casual staff
- Circulate reminders to NNF team to ensure casual timesheets are approved and forwarded to payroll within agreed deadline
- Ensure the timely payment of all PAYE liabilities and regular reporting to HMRC
- Manage pensions auto-enrolment, ensure deductions are made correctly and submitted
- Process year end returns including P60's and submit to HMRC
- Prepare monthly payroll reconciliation and post payroll journals
- Maintain salary budget and reforecast spreadsheet

Management Accounting

- Carry out month-end process, including control account reconciliations, prepare and post monthly journals (depreciation, prepayments, fund transfers etc.)
- Prepare, review and post journals as agreed with the Head of Finance
- Ensure transactions relating to restricted funds are captured and recorded correctly

Festival tasks

- Manage and reconcile box office receipts
- Make bank deposits
- Procure PDQ machines, ensure all PDQ machines are ready for use
- Prepare floats as required
- Support Box Office or Bar employees with use of PDQ machines

Purchase/Supplier ledger

- Assist the Finance Officer with processing, and recording invoices
- Assist the Finance Officer with reconciling supplier accounts
- Check the payments listing before payment is released

Year End and External Audit

- Assist the Head of Finance with yearend procedures and preparation for the annual external audit
- Respond to auditor requests for information and documentation

Role & Responsibilities cont.



Reporting and Budgeting

- Assist the Head of Finance with populating the final annual budget figures to Sage
- Assist the Head of Finance with quarterly reforecasts
- Send out monthly Sage detailed/transaction reports to budget holders, respond to queries and process any agreed adjustments
- Assist with production of management accounts
- Work with the Head of Finance to assist staff members with financial reporting, budgeting, and funding applications
- Understand and apply the NNF VAT posting coding (T codes)
- Prepare and submit the quarterly FEU returns
- Create reports as necessary within Spektrix, EPOS and other software

Team Activities

- Introduce NNF's financial systems and processes to all new staff
- Take the lead on the Finance Teams annual Festival debrief
- Support the Finance Team in the annual review of finance policies and procedures

Compliance and Financial Management

- Carry out all duties within parameters agreed with the Head of Finance and in accordance with appropriate internal and statutory procedures
- Always adhere to NNF employment policies and procedures.
- Manage the archiving of the finance documents (paper and digital) in line with GDPR
- Keep up to date with financial regulations and legislation
- Implement annual updates to payroll and accounting software

Other

- Undertake training as agreed with the Head of Finance
- Undertake any other duties which might reasonably be deemed to be within the status of the job and appropriate to the post
- Provide cover for the Finance Officer role during periods of absence

This list of duties and responsibilities will vary in regularity across the year.



Person Specification



Essential

- At least 3 years' experience in an accounting finance role
- Knowledge of best practice in financial procedures and controls
- Excellent organisational, administrative, record keeping and IT skills especially of Excel and accounting software
- Strong numeracy skills
- Accuracy and attention to detail
- Strong time management skills with the ability to manage competing priorities and meet deadlines effectively
- Well-developed written and verbal communication and people skills
- The ability to maintain confidential working practices and manage sensitive information with discretion
- A positive, flexible, and pro-active approach, with an ability to problem solve
- Energy, drive and resilience with a desire to make a difference

Desirables

- A financial qualification and/or considerable experience in accounting
- Experience of processing payroll and an understanding of relevant HMRC legislation
- Working knowledge of Sage Line 50 and Sage Payroll
- An understanding of charity accounting particularly restricted funding reporting and gift aid legislation
- Awareness of VAT partial exemption for non-business activity
- Experience of working as part of a team
- An interest in the arts

NNF staff are expected to be



- Team players
- Good communicators, using appropriate means in effective ways.
- Flexible and proactive in their approach to work.
- Willing to learn and develop.
- Able to manage their own workload with minimum supervision.
- Able to remain calm under pressure.
- Reliable time-keeping with a good attitude to attendance.
- Committed to equality in the workplace.
- Computer literate, including possessing basic word processing and spreadsheet skills.



Further Information



Equal Opportunities

Norfolk & Norwich Festival is committed to a policy of equality of opportunity in its employment practices. Norfolk & Norwich Festival is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete the Equal Opportunities Monitoring Form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.

Annual Leave

Full-time entitlement for permanent staff is 28 days holiday per year, in addition to bank holidays.

Travel

You will be required to travel throughout the region, sometimes in rural and isolated areas, nationally and internationally. Travel expenses will be reimbursed on the basis of the cheapest available public transport fare or at the appropriate rate for mileage established by Norfolk & Norwich Festival.

Hours of Work

22.5 hours per week (plus an additional 12 days per annum). Core working hours are 10am to 4pm with a lunch break taken between 12 noon and 2pm. You should agree your working pattern to enable you to work your contracted hours with your line manager. The nature of the position means some evening and weekend work, for which Norfolk & Norwich Festival does not make overtime payments. Time off in lieu may be available for out of hours working at the company's discretion.

Place of Work

The place of work will be the Festival's offices in Norwich Guildhall, a grade I listed building in central Norwich, and as required by NNF at such other places where the organisation carries on its proper business. The Festival uses a variety of venues throughout Norwich and Norfolk for performances and events.

Notice Period

One weeks notice in writing on either side during the probation period. This increases to three months once the appointment is confirmed.

Pension

Norfolk & Norwich Festival operates an auto enrolment pension scheme.



How to apply



Application Procedure

Application is by the completion of Norfolk & Norwich Festival's Application Form (a CV may be attached, in addition, if desired) which should be emailed to sava.radulovic@nnfestival.org.uk along with a completed Equal Opportunities Recruitment Monitoring Form.

Applications can also be posted to:

Sava Radulovic
Norfolk & Norwich Festival
Norwich Guildhall
Gaol Hill
Norwich, NR2 1JS

Please mark your envelope **PRIVATE AND CONFIDENTIAL**, ensuring that you have used sufficient postage.

For the supporting statement in section 3 of the application form, we encourage you to use examples to demonstrate how your skills and experience meet the criteria in the person specification.

Applications submitted without a completed application form (i.e. CV only) will not be considered.

If you require the forms in large print or would like a paper copy posting to you please contact sava.radulovic@nnfestival.org.uk.

If you would rather submit section 3 and 4 of the application form by video, please use a common format such as MOV, MP4 or AVI and submit this alongside your application.

Deadline

The deadline for receipt of applications is 12pm noon, Monday 13 May 2024. No applications can be considered after the closing date.

Interviews

We anticipate that interviews will take place on Wednesday 22 May 2024. Please advise us if you are unavailable at this time.

Applicants will be notified if they have been shortlisted for interview by Friday 17 May. Whilst we would like to be able to contact all unsuccessful applicants, with the volumes of applications received that is not always possible.





Norfolk & Norwich Festival

Norfolk & Norwich Festival (NNF) shares exceptional arts experiences across East Anglia. Through our two main activities – the Festival and Festival Connect & Create – we lead and support celebration, creativity and curiosity in our community to make our part of the world a great place to live, learn, work and play.

Norfolk & Norwich Festival takes place in Norwich and around Norfolk each May. The Festival programme is multi-artform, contemporary, international and audience centred. The Festival is distinctive because we collaborate with artists – from down the road and around the world – to explore the unique physical and cultural identities of our place and to make art which is meaningful to the lives of our audiences.

Festival Connect & Create (FC&C) activates creative people and cultural communities by connecting leaders, delivering interventions and sharing ideas, knowledge and experiences. We support life-long creative engagement and have a focus to improve the cultural offer for children and young people. Our networks connect teachers, artists, young people and Local Cultural Education Partnerships. We undertake place-based collaborations which give local communities a creative focus and contribute to social renewal. FC&C is a year-round initiative across East Anglia (Norfolk, Suffolk, Cambridgeshire and Peterborough).

All of our work is underpinned by our 'programme principles' – our embrace of:

- art relevant to today, blurring the boundaries between artforms and between art and everyday life.
- 'festival spirit' which we bring to our work to celebrate, to share cultural experiences and to bring our community together
- questions and actions about a changing world, with a focus on: Equality, diversity and inclusion; placemaking; and environmental sustainability

Norfolk & Norwich Festival's goals are:

- to have more people experience and value the arts
- to hold a unique and distinctive arts festival, which supports creative practice and is valued by audiences
- to be a champion for excellence in our cultural offer for all children and young people
- to be embedded in Norfolk and Norwich and to extend our reach and influence across East Anglia and beyond
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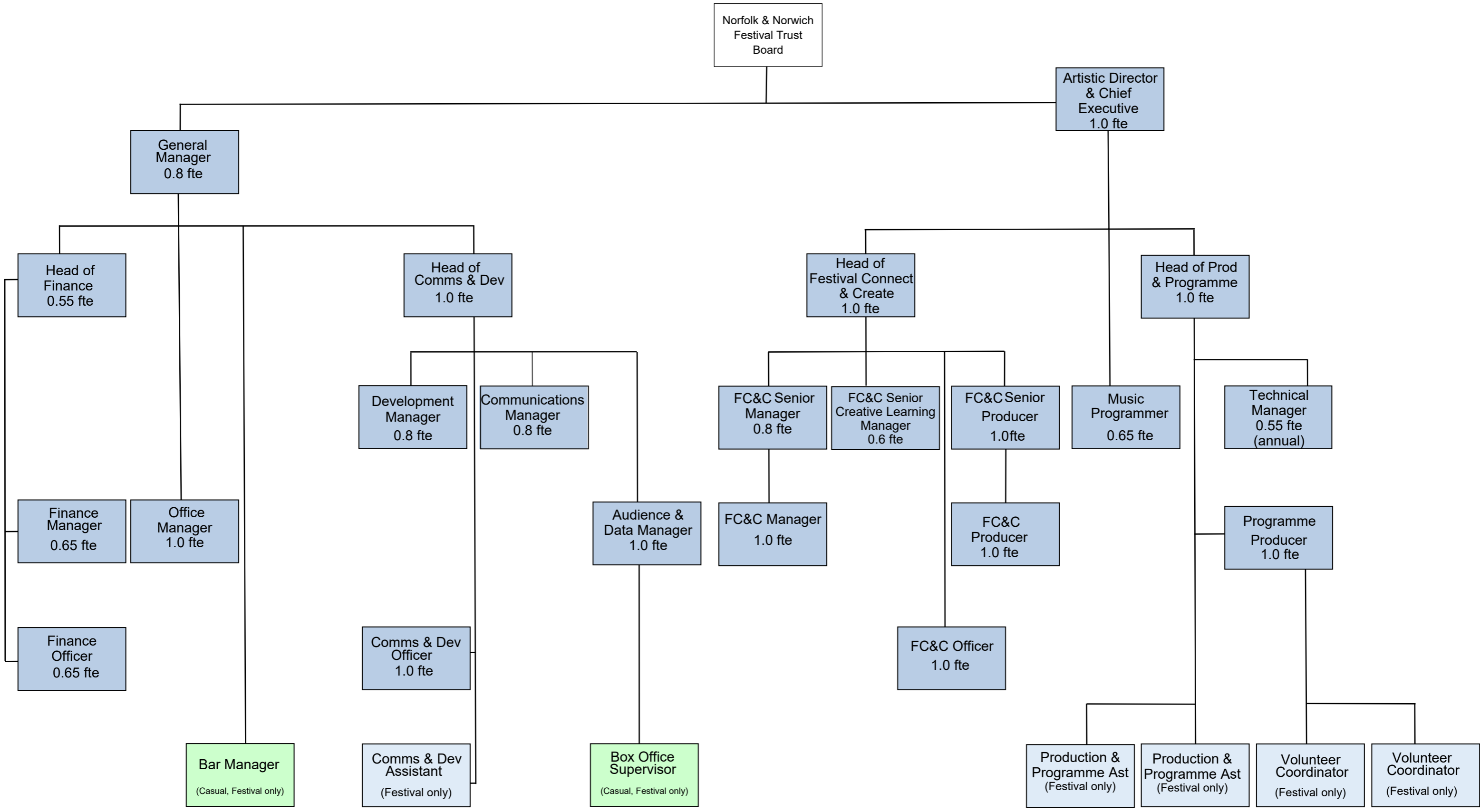
All of our work is underpinned by our core values, which are to be:

Creative	We champion artistic excellence and value creativity in everyone.
Curious	We explore and reflect the changing social and physical contexts in which we live.
Inclusive	We are respectful of the diversity and difference of people and their views and values.
Collaborative	We work with artists, communities, peers, partners and stakeholders to achieve common goals.
Strategic	We balance artistic and social ambition with a sustainable business.

Norfolk & Norwich Festival is an Arts Council England National Portfolio Organisation and financially assisted by Norwich City Council and Norfolk County Council. Our annual turnover is around £2.25 million each year. We are a registered Charity.

nnfestival.org.uk

Norfolk & Norwich Festival Organisation Line Management Structure



Casual Festival Contracts
variable
Technical crew, bar staff, event managers, box office, publicity team, security, Spiegeltent front of house, etc.

DNS
IT Support

HR Dept
(Freelancer/
Agency)

David Caines
(Freelancer/
Agency)

Bread and Butter PR
(Freelancer/
Agency)

Programme
Partner:
National Centre
for Writing



How we use your data for recruitment purposes

Background

This privacy policy covers how we, Norfolk & Norwich Festival Trust, collect, use, store and protect the data that is supplied to us by job applicants and agencies.

Our commitment to job applicants

We believe in equal opportunities and will treat all applicants fairly with no discrimination. We never knowingly provide misleading information about the nature of the role. We are committed to managing your personal information securely and with respect in accordance with the General Data Protection Regulation requirements.

The information we collect may cover the following:

- contact information (name, address, phone number and email address)
- information from CV, application form or covering letter (education, skills and qualifications)
- psychometric tests
- health records (such as health questionnaires) where required as part of the role
- occupational health reports (if higher level screening is required for role) with access to medical records consent being given by the applicant
- Disclosure and Barring Record where a requirement for the role
- references from the named referees that the applicant provides and only with the applicants' consent.
- visa and proof of the right to work in the UK documents, such as a copy of or details from your passport
- employment records (including job titles, work history, working hours, training records and professional memberships)
- salary, annual leave, pension and benefits information
- access to your DVLA portal and details you supply of your car insurance where relevant.

We may also collect, store and use "special categories" of more sensitive personal data which require a higher level of protection such as information about your race or ethnicity, religious beliefs, sexual orientation and political opinions, in addition to information about any criminal convictions and offences.

Purpose of data collection

The purpose of collecting this information is to find suitable candidates to fulfil a specific role within our Company, and to check that you are entitled to legally work in the UK. We collect personal information either directly from candidates or sometimes from an employment agency. We may sometimes collect additional information from selected background check agencies; for example, where appropriate to the role we may ask for DBS checks to be undertaken. Where appropriate, we will collect information about criminal convictions as part of the recruitment process. We are allowed to use your personal information in this way to carry out our obligations to ensure those recruited are suitable to deliver our work, for example compatible with our safeguarding procedures

How the information is held.

Most information is transmitted by email and is stored on our computers, and our paper based filing. We use a secured server which supports our email servers and any cloud-based file storage system. All this information can only be accessed by authorised staff within our Company. Our



staff are trained to understand the importance of keeping personal data secure. Our computers are safeguarded by anti-virus software and the regular changing of security passwords.

The information on unsuccessful candidates for specific roles will be held for 6 months in line with CIPD recommended best practice. After which paper files will be securely disposed of and computer records deleted. Only if we have asked, and you have given your consent, then we will continue to hold your data beyond six months for an agreed period.

The information on successful candidates will be held on your personnel file for a period of at least 6 years following the termination of your employment; some personal financial data will be destroyed after 2 years; Health and Safety information must be held for a minimum of 40 years.

Disclosure

We may disclose selected information for the purpose of obtaining references. Where additional information is required the information may be disclosed to the Disclosure and Barring Service, your G.P or an Occupational Health professional only after you have given your consent.

You have specific rights in connection with personal information: to request access to your personal information; **request correction** of the personal information that we hold about you; **request erasure** of your personal information; **object to processing** of your personal information where we are relying on a legitimate interest; **request the restriction of processing** of your personal information; **request the transfer** of your personal information to another party and the **right to withdraw consent**.

Complaints

Privacy complaints are taken very seriously and if you believe that we have breached your privacy you should in the first instance write to Brenda Seymour, General Manager, who has responsibility for Data Protection within our Company stating the details of your complaint. We would ask that you provide us with as much detail as possible to allow a thorough investigation. Your complaint will be acknowledged within 72 hours and we aim to resolve any complaint within 21 days. However, depending on the complexity of the complaint and availability of external agencies it may on occasions take longer.

Should your complaint show that we have breached our duty of care we will report the breach to the Information Commissioner's Office (ICO). If you are not satisfied by our response you may complain to the ICO.

Reviewed by Brenda Seymour and Gemma Layton, 17 December 2019