

# ART ACADEMY LONDON

<b>JOB TITLE:</b>	Finance Director
<b>REPORTING TO:</b>	Principal / Chair of the Board
<b>CONTRACT:</b>	Permanent, Part-Time, 4 days per week
<b>LOCATION:</b>	London, SE1 1HR
<b>HOLIDAY:</b>	25 days a year, pro rata, plus bank holidays
<b>CLOSING DATE:</b>	11/02/22

## ABOUT ART ACADEMY LONDON

Art Academy London (AAL) is an innovative art school and charity in central London, founded by artists, in 2000. We believe everyone should have access to high-quality art education, with no financial, physical, or practical barriers. We were established on the principle that art and art education has the power to be transformative: for individuals, communities, and society. AAL is an equal opportunities employer and recognises that a diverse workforce can enhance creativity and innovation in the workplace. As such, we welcome applications from a diverse range of backgrounds. AAL offers an attractive benefits package including an employee assistance programme, flexible working and access to free art classes.

## MAIN PURPOSE OF POSITION

The Finance Director will be a dedicated accountant responsible for AAL's financial functions, internal controls, and related tasks necessary for the proper administration of the charity. In addition, the Finance Director will be Clerk to the Board of Trustees which will involve some secretariat services and advice on governance, constitutional, procedural, and regulatory matters to the AAL's Board of Trustees.

## PRINCIPAL FUNCTIONS & RESPONSIBILITIES

### *Manage accounting operations*

- Develop and manage AAL's financial plan and annual budgets, liaising with the Principal and executive management team
- Manage year end preparations, liaise with auditors and prepare year end audit file
- Maintain the asset register
- Manage debtor and creditor irregularities

### *Reporting and compliance*

- Coordinate and prepare budgets and financial forecasts, reporting variances and any issues
- Prepare termly financial statements

# **ART ACADEMY**

## LONDON

- Monitor and report on compliance with our financial covenants
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Maintain, update, and improve financial management software as needed

### ***Research technical accounting issues for compliance***

- Oversee all tax and regulatory/compliance issues, including those related to charitable status

### ***Payroll***

- Manage the end-to-end payroll process (using Quickbooks Online)
- Manage pensions.

### ***Management***

- Line management of the Assistant Finance Controller including training, 1-to-1s and annual appraisal

## **PRINCIPAL FUNCTIONS & RESPONSIBILITIES (AS CLERK TO BOARD OF TRUSTEES)**

### ***Governance & Compliance***

- Keep up to date with Charity, OfS and HE legal requirements and guidance and advise the Board as necessary
- Act as the first point of contact for Trustees with queries on procedural matters
- Undertake to promote effective governance and compliance, review policies and procedures, maintain risk registers and assist in Trustees' Annual Reports
- Manage and administer the review and approval of all AAL policies by Trustees
- Ensure copies of AAL policies and other AAL documents approved by the Board are kept and published as agreed

### ***Compliance and Risk management***

- Manage and maintain AAL's Compliance Dashboard and Risk Register in conjunction with the Principal

### ***Other (as both Finance Manager & Clerk to Board of Trustees)***

- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Always work cooperatively with the Board, AAL's exec team and other staff members, including providing expertise, support and training where necessary

# ART ACADEMY LONDON

- The above list is not exclusive or exhaustive and the post holder may be required to undertake such duties as may reasonably be expected within the scope of the position

- 

## **PERSON SPECIFICATION**

### ***Essential Requirements***

- Proven experience working as a financial controller and/or manager
- 5+ years of overall combined accounting and finance experience
- An accountancy qualification from ACCA, CIMA, IFA or ICAEW
- Thorough practical knowledge of accounting principles and procedures
- Experience with creating financial statements
- Excellent accounting software user and administration skills
- Good listening, oral and literacy skills
- Be a person of integrity, able to maintain confidentiality
- Good working knowledge of ICT including keyboarding skills, QuickBooks online and QB payroll

### ***Desirable Knowledge and Experience requirements***

- Knowledge of charity finance
- A good understanding of relevant legislation/guidance affecting the governance and compliance aspects of a corporate charity
- Experience of working for/supporting the secretariat functions of a corporate charity
- A good team player