

FINANCE ASSISTANT

Oct 2017

Thank you for your interest in the above post at S1 Artspace.

Enclosed are the job description, person specification, core terms and conditions, background information about S1 Artspace and organisational structure.

The closing date for applications is **Monday 30th October 2017, 12 noon**. All candidates shortlisted for interview will be contacted by email. If you have not been contacted by Wednesday 1st November, please assume that your application has not been successful. Interviews will take place on **Thursday 2nd November**.

To apply for this role, please send a covering letter (no longer than two pages) detailing your suitability and interest in the position. Please include a recent CV, including the names and contact details of two referees, one of whom should be your current or most recent employer and email to 'recruitment@s1artspace.org' with 'Finance Assistant Application' in the subject line.

If you have any queries regarding the process or would like an informal conversation about the role please contact me on 0114 275 6131.

Thank you for your interest in S1 Artspace and we look forward to receiving your application.

Yours sincerely

Louise Hutchinson
Director, S1 Artspace

BACKGROUND

S1 Artspace is a valued and respected gallery and studio organisation based in Sheffield. Established in 1995 by artists living and working in Sheffield who wanted to create a different type of studio organisation; one where artists would collaborate, share ideas and create opportunities for themselves.

The organisation has grown from a modest, voluntary run studio complex above a nightclub, to an organisation now based on an iconic estate where work of an international standard is produced, commissioned and exhibited.

S1 has been widely acknowledged for the quality of its work and the value of the support it provides to both artists and the wider arts community. Over its 21-year history, it has provided 160 artists with studios, presented work by over 550 artists and commissioned 80 new works. Of these six were Turner Prize winners a further five nominees, and over the past ten years 12 artists included in the programme were selected for the British Art Show.

S1 provides studio space for contemporary artists at varying stages in their career, from recent graduates to established artists working at an international level. In addition, it also provides workspace for creative businesses and Sheffield Hallam University's practice-based PhD students.

Artists based at S1 have been selected for New Contemporaries, British Art Show, won the Northern Art Prize, Silver Lion at the Venice Biennale, been commissioned to produce permanent public sculpture for the 2012 Olympic Park, and regularly exhibit their work nationally and internationally.

S1 frequently collaborates with other organisations to realise its work. This has included partnerships with Bloomberg New Contemporaries, Henry Moore Institute, Leeds City Art Gallery, Sheffield Doc/Fest, Eastside Projects, Sheffield Hallam University, Glasgow Sculpture Studios, Museums Sheffield, Site Gallery, Spike Island, Studio Voltaire, Iniva and Wysing Arts Centre.

Now based at the Park Hill estate following the completion of (Phase 1) a successful 18-month pilot exhibition's programme in 2015/16, S1 has begun developing Phase 2 of its plans at Park Hill – the renovation of the former garage block to provide S1's new premises over the next five years, which S1 will relocate to in early November. S1's long-term ambition at Park Hill is to significantly expand its work and establish a new national flagship for arts, culture and heritage at the largest listed structure in Europe. The Finance Assistant is instrumental in the smooth running of the programme and the organisation's development activities during this exciting time.

S1 Artspace is a registered charity and receives income from grants, individual donations, rental income, shop sales, corporate sponsorship, trusts and foundations.

JOB DESCRIPTION

Main purpose of role

The Finance Assistant is responsible for the financial administration of S1 Artspace. The Finance Assistant will work closely with the Director who has overall financial management responsibility and the Capital Project Manager who leads on S1's capital development plans. The Finance Assistant will support the financial administration of S1 Artspace, ensure the accuracy of financial information, and keep financial procedures and processes up to date.

Job title	Finance Assistant
Responsible to	Director and Capital Project Manager
Salary	£22,000 - £24,500 (dependant on experience)
Hours	Part time: 1 day per week, (or 8 hours), with flexibility on days
Contract	Fixed (6 months), with view to make permanent
Annual leave	Statutory annual leave (pro rata)
Probationary period	Three months
Other	On completion of three months' service, employees are eligible for auto enrolment in S1 Artspace's workplace pension scheme
Deadline	Monday 30 th October 2017, 12 noon
Interviews	Thursday 2 nd November
Place of work	S1 Artspace, Park Hill, Sheffield, S2 5 QX. Open plan office environment. Five minutes' walk from Sheffield train station/tram stop and bus station. Pay and display parking available at Park Hill, £4 all day.

Key tasks and responsibilities

Accounting

- Maintain accurate financial records of income and expenditure and preparing the books for the accountant
- Preparation of year-to-date actuals; monthly management accounts for the Director and quarterly for the Board of Trustees
- Record and classify purchase invoices, arranging payment according to credit terms
- Issuing sales invoices to creditors, ensuring receipt of payment
- Preparation and submission of year-end returns and liaison with Inland Revenue on all related matters
- Prepare and submit VAT returns
- Manage day-to-day cash handling and record keeping of petty cash, staff expenses, business credit cards, banking and electronic banking etc.
- Monthly review of debtors and creditors ensuring items are being proactively followed up and issues resolved

Financial planning and budgets

- Prepare, monitor and revise annual and project budgets / cash flow projections in liaison with the Director and Capital Project Manager
- Provide financial data to support the production of budget reports
- Assist with the preparation of funding reports

General

- Undertaking other duties that may reasonably be required within this role to ensure the smooth running of the organisation

Person specification

Essential

- A recognised bookkeeping or accounting qualification
- Committed, enthusiastic, flexible and organised
- Experience of producing management accounts
- Experience of HMRC and VAT administration and preparation of returns
- Highly organised and motivated with an ability to work on own initiative and as part of a small team
- Excellent attention to detail and ability to work with accuracy
- Computer literacy – ability to use word-processing and email
- Proficient use of Microsoft Excel and Accountancy software (Sage or QuickBooks)
- Good communication skills

Desirable

- Interest or experience of working or volunteering in the arts, culture or heritage sectors
- An understanding of charity finance and company law

S1 Artspace - Organisational Structure

