

S1 ARTSPACE

FINANCE and HR OFFICER

16 November 2021

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

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

The closing date for applications is **Monday 6 December, 12 noon**. All candidates shortlisted for interview will be contacted by email. Interviews will ideally take place **8 or 9 December**.

To apply for this role, please send a covering letter 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 and HR Officer 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
Artistic Director and CEO

BACKGROUND

S1 Artspace is a gallery and studio organisation based at the Park Hill Estate in Sheffield. Established in 1995 by artists living and working in Sheffield, the organisation has evolved and expanded over its 26 year history.

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 25-year history, it has provided 180 artists with studios, presented work by over 600 artists and commissioned 90 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.

S1 is currently developing a long-term ambition to significantly expand its work to establish 'Park Hill Art Space' - a new national flagship for arts, culture and heritage at the largest listed structure in Europe. The Finance & HR Officer is instrumental in the smooth running of the organisations finances and provides essential HR administrative support for its small team of seven staff.

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

S1 Artspace seeks a **Finance and HR Officer** to support the day-to-day financial operations, HR processes and joint administrative systems of the organisation. As Finance and HR Officer, you will have responsibility for ensuring the accuracy of S1's financial information, records and compliance with relevant legislation and best practice. In addition, you will ensure HR processes and procedures are well managed and kept up to date. This role works closely with the Artistic Director who has overall financial management responsibility.

Job title	Finance and HR Officer
Responsible to	Artistic Director and CEO
Salary	£26,000 - £28,000 FTE (subject to experience)
Hours	0.4 contract (14 hours per week with flexibility on days)
Contract	Permanent
Annual leave	Statutory annual leave (pro rata)
Probationary period	Six months
Other	On completion of three months' service, employees are eligible for auto enrolment in S1 Artspace's workplace pension scheme
Deadline	Monday 6 December, 12 noon
Place of work	S1 Artspace, 1 Pat Midgley Lane, Park Hill, Sheffield, S2 5PN Home working part-time and job shares will be considered
Benefits	Company pension contributions up to 8% Increased holiday leave entitlement after three years' service Discount on S1 Artspace limited editions and publications

Key tasks and responsibilities

Financial management

- Maintain accurate financial records of income and expenditure using Xero accountancy software
- Oversee the production of information required to audit S1 Artspace's accounts providing relevant and timely information to the external Auditors
- Produce financial management reports for and in advance of quarterly board meetings
- To manage the payroll process to ensure that salaries are paid promptly and correctly and to support staff with queries relating to pay and pensions
- To ensure that all statutory financial and payroll related returns are timely, accurate and complete
- Record and classify purchase invoices, arranging payment according to credit terms
- Issue sales invoices to creditors, ensuring receipt of payment
- Prepare and submit year-end returns and liaise with HMRC on all related matters
- Prepare and submit VAT returns
- To ensure that all payments for expenses are correctly authorised
- Manage day-to-day cash handling and record keeping of petty cash, staff expenses, business credit cards, banking and electronic banking
- Review debtors and creditors monthly to ensure payments are proactively followed up and issues resolved promptly
- Issue monthly invoices to studio holders via Xero and actively follow up with overdue payments

Financial planning and budgets

- Monitor and revise annual budgets and cashflow in liaison with the Artistic Director and CEO
- Provide financial data to support the production of budget reports
- Assist with the preparation of financial information for funding reports

HR

- Provide admin support for recruitment by posting job listings, administering applications, organising interviews/feedback, seeking references, and ensuring all checks and documents are filed correctly
- Set S1 up on Breathe software to manage HR processes and procedures
- Produce new staff contracts
- Ensure the company handbook is kept up to date and issued to new staff members
- Oversee and administer annual leave records, requests and approvals

- Organise staff appraisals and keep up to date records
- Monitor staff absence and sickness records
- In liaison with the CEO create training schedules for all staff and ensure these are undertaken and renewed when necessary
- Monitor staff expenses and records
- Issue studio licences and annual renewals
- Keep accurate records of bonds held and issue refunds when studios are vacated
- Support the CEO with disciplinary procedures following company guidelines and standards

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
- Experience of administering HR processes and requirements
- 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 Word and Excel and Xero Accountancy software
- Good communication skills
- Committed, enthusiastic, flexible and organised
- Ability to evaluate own developmental needs and those of others and address them

Desirable

- An understanding of charity finance and company law
- Interest or experience of working or volunteering in the arts, culture or heritage sectors
- Experience of managing staff
- Experience of managing change and implementing new systems/procedures and controls.