



Job title: Finance & Operations Manager

Salary: £32,000 - £36,000 per annum (depending on experience) full-time; we will also consider 4 days per week (salary pro rata)

Reports to: Funding & Communications Director

Responsible for: Financial administration and control and operational management of the Irene Taylor Trust

Liaises with: Business Development Executive, Creative Programmes Director, Chair and Vice-chair of Trustees, the Treasurer, other colleagues

Place of work: ITT office (Shoreditch)/ a proportion of time working from home; we can offer flexible working arrangements, subject to discussion with the line manager

Hours of work: 35 hours per week (full-time), or 28 hours (4 days)

Benefits: 25 days' holiday per year (plus bank holidays) pro rata

To apply: Submit CV and a covering letter (2 pages max.) outlining your suitability for the role to luke@irenetaylortrust.com by midday on 16th May 2022

Interviews: To be held online, dates tbc

Summary: The Irene Taylor Trust is looking for a capable and efficient Finance & Operations Manager to oversee, control and report on the charity's finances, office operations and governance and be part of our friendly and productive team.

Background: Since 1995, the Irene Taylor Trust (registered charity no. 1073105) has led the way in using creative music making to inspire change in people in prison with its *Music in Prisons* programme and has successfully established community-based programmes for former prisoners (*Sounding Out*) and young people in challenging circumstances (*Making Tracks*). This is an exciting time for us as we build on our previous work and our successes over the pandemic in developing new ways of reaching participants and bringing activity and some hope to them during very difficult times in the criminal justice sector and in the community.

Over recent years we have focussed on strategic and sustainable growth, leading to an impressive increase in beneficiary numbers. Our income has grown steadily to accommodate this expansion in that time, although we now need to regroup following the pandemic and staff vacancies. We have a strong track record of securing income from Trusts

and Foundations and have made good progress with developing earned income streams. We have a committed group of staff and of trustees and our processes and governance are in good order.

“You helped me to realise the potential I’d forgotten I had and maintain positivity about the future since my release. You have shown me it’s never too late to learn, improve my skills and progress down a new chosen career path,”
Former prisoner on our *Sounding Out* programme

Key Responsibilities of this role are:

Finance and legal

- Oversee all aspects of accounts payable and receivable, including bank reconciliations, debit card and petty cash systems
- Work with the payroll company to complete payroll and returns for the pension scheme, with potential for bringing payroll in-house in the future
- Take the lead on and work with colleagues and Trustees to coordinate the annual budgeting process, risk assessments, monitoring and cash flow forecasts
- Draft and update project budgets (in collaboration with other staff)
- Produce monthly management accounts
- Update organisational budget and cash flow forecasts on a monthly basis (liaising with other staff)
- Produce quarterly financial reports for the Board of Trustees, and more regular reporting for the Finance & Fundraising Committee (liaising with the Treasurer)
- Support the annual audit process, including the preparation of the annual report and accounts and liaison with auditors
- Take the lead on ensuring regulatory and legal compliance with HMRC, Companies House, Charities Commission and other relevant bodies
- Take the lead on and work with colleagues and Trustees in the formulation and use of the ITT risk register

Human resources

- Take the lead on and work with colleagues in administering human resources activity, including recruitment, contracting, induction, performance review and training. This includes for freelance colleagues. Maintain HR records
- Play a part in ensuring HR best practice including promoting equality, diversity and inclusion; and keeping a tab on best practice advice, government guidance, and compliance with HR law (liaising with other colleagues and Trustees)

Office management and IT

- Oversee the management of the ITT office - maintaining and developing office management systems including stationery, archiving, IT, in-house print and telephones
- Oversee the management of IT – protecting data; supporting effective and flexible working for the team; providing in-office support for minor IT issues

- Monitor IT infrastructure and identify changes and investment needed
- Manage team petty cash and purchases as required
- Deal with external enquiries - phone, postal and email correspondence

Governance

- Take the lead on and work with the Chair, Vice Chair and Artistic Director to schedule Board and Finance and Fundraising Sub-Committee meetings; prepare and distribute papers; and take minutes at meetings
- Attend, contribute and take minutes at Board Trustee meetings and the Finance and Fundraising sub-committee meetings; this is one to two meetings a month, held early evenings (outside working hours, these meetings can be attended by arrangement with their chair online)
- Manage the ITT cycle of policy review and oversee the delivery of specific policies and action plans

Events

- Oversee financial management of any income generation, performance and other events (liaising with other staff)
- Undertake roles as allocated relating to events in order to ensure their smooth delivery

Person Specification

The Irene Taylor Trust way of working

We are a small, highly productive team and all team members contribute to our work by:

- Being committed to social justice and the aims of ITT and bringing energy to pursuing those aims
- Promoting equality, diversity and inclusion in all our work
- Working effectively and positively with others in our ITT team and beyond
- Being flexible- working beyond their job role as needed and as requested
- Being independent and organised in managing their own workload and tasks
- Taking a proactive approach to their tasks, spotting issues and problem-solving
- Having “what if?” conversations; discussing new ideas and ways forward with colleagues and making appropriate plans
- Having an external focus, building and maintaining networks and relationships which yield tangible results; outcomes for our participants, knowledge we need, partnerships, profile, introductions and funding
- Spotting potential funding and delivery threats and opportunities, working with colleagues to understand these and towards the best outcomes
- Listening, learning, developing new skills and adapting as ITT changes and grows
- Following all ITT policies and seeking supervision and guidance when uncertain how to proceed or when things get difficult

We are committed to working towards a more diverse cultural sector. Our recruitment process is open to all, but we are particularly keen to hear from People of the Global Majority and / or disabled candidates, as these groups are currently underrepresented in our teams. We actively encourage applications from those with lived experience of the Criminal Justice System.

Employment will be subject to two satisfactory employment references (one of which should be from the most recent employer) and confirmation of eligibility to work in UK.

Functional skills and experience:

Essential

- Experience of working in a finance and operational function
- Excellent communication skills both verbal and written. Ability to produce written reports and analysis from financial data and to convey these verbally
- An attention to detail and accuracy
- Expertise in accounting, financial systems and procedures
- Experience of creating organisational budgets
- Experience of using accounting software
- IT literate and able to do basic IT troubleshooting
- Experience of systems of internal control

Desirable

- A fully or part-qualified accountant (ACA/ACCA/CIMA) or qualified by experience
- Experience of supporting HR functions
- Experience of supporting Trustee board and committees
- Managerial experience

More information about our work, including evaluations, annual accounts and the music created on projects, is available on our website www.irenetaylortrust.com