

**RECRUITMENT PACK INFORMATION**

November 2016

**Welcome to Cambridge Live**

**1. Background Information**

**About Cambridge Live**

We are a charity set up to act as a catalyst for inspiring cultural experiences that everyone can be part of.

Our vision is for all Cambridge lives to be enriched by creative experiences.

We currently reach over 300,000 people each year who engage in our activities which include:

* Cambridge Corn Exchange: the largest regional arts venue with a max capacity of 1738 and annual performances of more than 220 events across many genres including rock, pop, comedy, dance, and more.
* The Guildhall public venue which currently host over 150 diverse events attracting 35,000 visitors through promotions and hires.
* Cambridge Folk Festival which celebrated its 50th birthday in 2014 with a capacity of 14,000 and over 250 performances, workshops and events over the weekend, widely acknowledged as a leading world folk festival.
* e-Luminate Festival, the city’s Festival of Light which crosses the world of art and science and offers a unique opportunity for residents and visitors to discover the richness of Cambridge’s iconic buildings and spaces in a new light
* Cambridge City Events – a programme of free public and community events that reach over 60,000 people, funded by Cambridge City Council to include Midsummer Fair, The Big Weekend, Bonfire Night, Jazz and Brass in the Parks and the Mayor’s Day Out.

**To see more of how our customers enjoy the programme go to** [**www.cambridgelivetrust.co.uk**](http://www.cambridgelivetrust.co.uk)

**We have a staff team of 70 direct employees alongside a range of casual and agency workers, and a team of 10 trustees.**

 **Living in Cambridge**

Cambridge is a city on the River Cam in Eastern England, home to the prestigious University of Cambridge, dating to 1209. University colleges include King’s, famed for its choir and towering Gothic chapel, as well as Trinity, founded by Henry VIII, and St John’s, with its 16th-century Great Gate. The city also has a rich cultural offer, in which Cambridge Live plays a key part.

The Cambridge Live offices are located right in the heart of the city with no free staff parking. Whilst living in the centre of the city could be considered expensive compared to other regional cities in the UK, the majority of Cambridge Live staff commute in from the surrounding necklace of more affordable villages and regional towns via the good network of public transport and park & ride facilities.

**3. Job Description**

# **Cambridge Live Job Description: Head of Finance**

**Job Purpose:** To lead all aspects of financial management for Cambridge Live including financial strategy, procedures, policy and performance.

 **Reports to:** Managing Director
**Line reports**: Finance Manager, Finance & Contracts Assistant

 **Salary:** The appointment will be made on a salary of circa £40,000 dependant on experience with an 8% employer pension contribution. The post will attract 25 days holiday and bank holidays pro rata’d. Standard terms and conditions will be commensurate for the sector.

 **Location and hours of work:** Based in the Cambridge Live offices at Parsons Court in central Cambridge adjacent to Cambridge Corn Exchange. 37 hrs per week with occasional evening and weekend work required.

## Aims and Outputs/Outcomes

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|  | **Aims** | **Outputs/Outcomes** |
| 1 | **Financial Strategy** To develop a clear vision and direction for the financial planning and control of all aspects of the business including Cambridge Live and Cambridge Live (Trading) Limited To provide ongoing advice to executive management and Board on financial strategy  | 1. Financial strategy incorporated into the Cambridge Live Business Plan, produced in collaboration with the Managing Director and EMT
2. Formulation of financial targets and budgets produced in collaboration with the EMT and Board
3. Risk assessment of financial risk and implementation of mitigation, where possible
4. Design and delivery of a comprehensive month end reporting pack to include Trustees, senior management and line managers for Cambridge Live
5. Production of financial reports for staff and Board for meetings and committees
6. A continual drive for efficiencies to enable the most cost effective deployment of Cambridge Live resources
7. Continual improvements proposed for accounting policy and process
8. Financial policies and processes are designed, documented and clearly communicated to staff
9. A paperless accounting office developed and maintained, where possible
10. Ongoing review of best practice in the finance and arts sector nationally
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| 2 | **Financial Management**To maintain overall responsibility and control of the financial matters within the company including all financial transactions, accountancy matters, policy, and audit systems To be responsible for company record compliance such as Company House filings, Charity Commission, HMRC etc To lead on sourcing and developing banking, audit and payroll solutions to ensure best possible investment and control of funds  | 1. Production of audited Annual Accounts & comparative analysis against budgets
2. Cashflow forecasts are prepared and monitored to ensure adequate cash reserves are available
3. Company records filed accurately and on time as required by relevant bodies including RMAR reports, Charity SORP, and other FCA submissions required
4. Continual monitoring and review of debtors and credit control procedures
5. Oversight of payroll function including verifying PAYE calculations and end of year returns
6. Processing of VAT returns and recovery of allowable VAT. Managing a system for most efficient implementation of Cultural Exemption.
7. All suppliers and related parties are paid in a timely and accurate fashion
8. Engagement with company procurements and contracts of a significant financial value to ensure sound decision-making
9. Systems and software for financial processing are sourced, set-up and maintained
10. Company pensions are set-up, managed and processed to ensure best possible outcomes for the business and employees
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| 3 | **Budget Management** To ensure that all income and expenditure is accounted for correctly in line with cost-centre budgets and company processesTo review and control non-budget income and expenditure | 1. Oversight of income and expenditure handling
2. Proactive preparing and controlling of budgets in line with financial targets and objectives
3. Regular meetings with senior managers to discuss performance against budget targets and expectations & improvements to accountancy processes
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| 4 | **Line Management** To manage the Finance Manager and Finance Assistant to ensure they carry out their duties in an accurate, timely and efficient manner Ensure the professional development of direct reports and develop their engagement and motivation for working at Cambridge Live  | 1. Good supervision the Finance Manager ensuring that their performance is satisfactory and their wellbeing supported
2. Management of the HR administration relating to line management of any direct reports including absences and leave, performance reviews etc.
3. Delegating and monitoring delivery of work programmes carried out by the Finance Manager.
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| 7 | **Senior Management** To contribute to the development and delivery of the company’s strategic objectives  | 1. Successful design and implementation of organization-wide strategic objectives as part of the SMT
2. Buy-in and leadership of staff in working towards the strategic aims of the organization
3. Support for the strategic design and delivery of company processes, policies and systems
4. Always acting as an example to other Cambridge Live staff of company policy and values in practice
5. Undertake responsibilities as a member of CLive Finance and Audit Committee. Preparing papers, attending meetings and reporting to the Board as required.
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| 5 | **Statutory and related obligations**To ensure processes are operated in line with relevant legislation, regulatory requirements, and best practice guidance  | 1. Always up to date with legislative changes and training for the industry including VAT
2. Full compliance with company policy and procedure
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| 6 | **Communications and Relationship Management** To successfully collaborate with the wider Cambridge Live staff teams to build effective working relationships internallyTo set-up and develop Cambridge Live’s Supplier/Customer/Banking relations | 1. All staff adhere to the company’s financial policies re: new supplier set up forms, new customer set up forms, customer invoice requests, petty cash requests, external settlement and event settlement processes, banking & cashing up procedures
2. Policies are easily accessible to all staff, clear instruction is given and all staff have access to the necessary systems in order to complete these tasks without complication
3. Flexible to staff’s needs and develops an excellent rapport with end users to ensure a smooth flow of information.
4. Excellent customer/supplier and banking relationships are maintained
5. Advisers for specialist financial areas are sourced and relationships managed well including tax advisers, external auditors, payroll,
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Person Specification:

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| **Knowledge** | **Experience**  | **Skills**  |
| Qualified accountant and current member of ICAEW, CIMA, ACCA or equivalent accreditation An excellent appreciation and understanding of UK GAAPFinancial data processing and relevant systems Payroll systems and processesVAT including Cultural ExemptionCharity finance knowledge including FRS102 and gift aidCompany filing & statutory requirements Specialist knowledge in Culture & Arts (desirable) including charity fundingA good level of Maths and English at least to A-Level standardAwareness of Equal Opportunities & Diversity  | Financial management at a senior level in an equivalent scale of organisation Developing & implementing financial strategy Cost centre and annual budgeting and forecastingLong term business planning Working in an arts or charity environment (desirable)Box Office/ Event ticket sales (desirable)Working with relevant stakeholders including public sector funders.Working closely with charity trustees at board level including leading Finance and Audit committee.Cash control systemsProcurement Working with a wide range of people and in a team environment Successfully working to targets and deadlines Staff training and developmentLine management  | Using accountancy software & purchase order systems Excellent IT literacy Exchequer software use (desirable)Excellent communication and influencing skills esp. verbal and written Good at problem solving Interpersonal skills such as building rapport, motivating others and listening Proactive and forward thinkingA strong team playerFlexible and adaptable A customer-focused attitudeOutcome focusedDemonstrates a personal responsibility for delivering excellent service |

## Key Values required for the role

Cambridge Live has an agreed set of values, set by the staff, for how we expect each other to behave within the organization. Any new employee will be expected to demonstrate their commitment to these values using examples like those suggested below.

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| **Value**  | **Expected Behaviours** |
| Fresh ThinkingFresh and dynamic thinking Creating opportunities for excellence and growth A proactive approach | Initiates or supports action, takes responsibility for own actions, takes the initiative and works under directionIntroduces or supports improvements to work processes, demonstrates an understanding of the bigger picture, uses fresh thinking in ways of working, produces new ideas and insights Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback), proactively solves problems, looks for the positive in a situation Keeps the community at the forefront of thinking, strives to deliver the best, looks for opportunities for excellence  |
| **Collaboration**Listen and take on boardCollaborate and consult Work for the good of CLive as a wholeGive collective creditPull together as a winning team | Shows respect for the views and contributions of others, listens, supports and cares, consults others and shares information and expertise, actively builds the team, Upholds ethics, demonstrates integrityListens to the community, customers and fellow team members, and actsWorks towards a shared goal not just individual priorities, takes decisions that support the bigger picture, involves others in success |
| **Inclusivity**Ensure diversity to achieve CLive’s goalsEncourage everyone to get on boardDon’t let people fall off!; be inclusive with staff, customers and community | Establishes good relationships with customers, the community and fellow staffGains agreement by persuading, influencing and inspiring Actively welcomes diversity of ideas, approaches, backgrounds and activity to achieve CLive end goals, challenges prejudices Notices others less involved and seeks to include them, is flexible to accommodate others needs and ideas |
| **Zing** Extraordinary cultural experiences Be the best and have ambition to surf highCreative energyBe a driving force in shaping the Cambridge cultural scene | Sets high personal standards of delivery, a drive towards outcomes, rather than processWorks systematically and methodically, consistently achieves goals and contributes to the wider goalAdds a creative edge to delivery of ideas, proactively contributes to the team’s positive energy, shows enthusiasm for the organisation, the work and the city of Cambridge  |

**4. Recruitment Timetable**

The application period will close at 10am on Monday 30th January 2017 and interviews will take placeMonday 6th February 2017.

 **5. How to Apply**

All applicants should apply electronically by submitting the completed electronic application form by email to **join-us@cambridgelivetrust.co.uk**with the subject heading**: Head of Finance**

Please make clear your preferred contact method on the form.

Informal enquiries about the role may be made to the Managing Director: steve.bagnall@cambridgelivetrust.co.uk.

Proof of the right to work in the UK will be required.

References will be checked prior to employment.

Data Protection notice

Cambridge Live complies with the Data Protection Act 1998 under the control of its Confidentiality and Data Protection Policy. Your information will be stored confidentially and only be used for the purposes of selection and recruitment for the role. Your information will not be transferred outside the organisation.

Equal Opportunities Employer
Cambridge Live is an Equal Opportunities Employer which means that all applications will be judged on the candidate’s individual merit and abilities in relation to the job description for the role and no applicant will be unfairly discriminated against on the basis of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Thank you for your interest.