



JOB TITLE:	The New Art Gallery: Finance Manager (P/T)		
GRADE:	G9	SERVICE AREA:	Regeneration and Economy
JOB CODE:			
REPORTS TO:	Director, The New Art Gallery Walsall	LOCATION:	The New Art Gallery Walsall (NAG)
SPECIAL CONDITIONS:	Contracted 22.5 hours. Flexible and hybrid working.		

At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:

- *Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;*
- *Embrace change and strive for improvement continuously;*
- *Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;*
- *Challenge the status quo, enable and empower, act with integrity.*
- *Together, they will deliver services that the people of Walsall will be proud of.*

1. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within their areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- The post holder will comply with, and promote, The New Art Gallery's Environmental policy, and work to ensure that environmental awareness and responsibility is implemented effectively within their areas of responsibility.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

2. Main purpose of the job role:

- To manage the efficient and accountable operation of the NAG by developing and improving its financial systems, business planning, budget development, income generation streams, resource efficiency, financial monitoring and control.
- To control and develop grant income strategies and applications from external providers and agencies, in particular, the Arts Council England National Portfolio Organisation (NPO) annual revenue grant and quarterly reporting.
- To report quarterly to the NAG Oversight Group and the Walsall Museums & Galleries Development Trust.
- To directly line manage the Finance and Resources Assistant.
- To ensure compliance with the Council's policies, procedures, financial regulations and standing orders.

3. Role specific duties and accountabilities:

Horizon Scanning

- To engage in strategy discussions and actively participate in the forward planning, policy and strategy processes with the Director and Senior Management.
- To keep up to date with the Arts Council England NPO grant conditions and be reactive to change in terms and conditions and reporting requirements.

Leading People

- To directly line manage the Finance and Resources Assistant, including responsibility for on-the-job training, personal development and support.
- To provide support, advice, training and consultancy in matters of financial guidance to Gallery Management and staff.
- To assist staff in payroll issues and identify and manage IR35 freelancers' registration and invoice processing.
- To work in collaboration with the Director and Senior Management on the development of staff training and development strategies and policy in relation to the overall staffing team.

Managing Resources

- To evaluate and report to the Director and Senior Management on activities and progress in order to assist with and contribute to the overall financial performance of the NAG.
- To manage and liaise with the Director the monitoring of budgets, income and expenditure, in line with council policy, for allocated resources for the NAG.
- To provide financial management, advice, training, support and consultancy to Gallery budget holders and colleagues, including briefings and presentations on relevant issues on resources and planning.

- To manage and prepare in liaison with the Director the negotiation and monitoring of external contracts, supplies and purchasing arrangements and service levels to secure best value at all times.
- To liaise with the Front of House Managers in the delivery of commercial room hire and ensure invoicing is complete.
- To manage routine audits and disposals of all furniture, fixtures and equipment, and maintenance of up-to-date asset inventories and databases.
- To manage the use and development of Information Technology and systems for financial purposes and manage the maintenance and replacement of IT equipment in liaison with Technical and DaTs in Walsall Council.
- To liaise with the Director on new opportunities for income generation including e commerce.
- To liaise with the Front of House Managers on Gallery Shop retail policies, stock purchasing, seeking new suppliers and negotiating trade deals and pricing for financial planning.
- To manage data input of product data on to Electronic Point of Sales (EPOS) system and manage finance reporting, ordering, cashiers and stock controls.
- To manage routine stock audits, publication contracts, limited edition prints and distribution.

Managing Performance

- To manage the budget planning, monthly forecasting, monitoring reports, and closure of accounts and liaise closely with Walsall Council Finance Business Partners.
- To manage systems and procedures for the capture and analysis of financial information to provide management information and reports as required by the Director, Gallery Budget Holders, and external funding agencies, in particular the ACE NPO Annual Revenue Grant.
- To produce quarterly ACE finance reports in line with grant conditions and co-ordinate all ACE NPO reports for submission to ensure prompt release of quarterly revenue funding and continued support.
- To manage in liaison with the Director, communications and negotiation with external funders (eg. Arts Council England, grant giving bodies, trusts and sponsors).
- To manage and monitor the process of all grant applications to external funders maintaining a control protocol, standardisation of approach and information submitted.
- To manage all financial control mechanisms and protocols, including liaison with Internal and District Audit, to ensure the Gallery operates within the Councils Financial Procedures, Rules & Regulations.
- To produce the Annual Report and Accounts for the Walsall Museums & Galleries Development Trust and to attend Trust and Oversight Group quarterly meetings and present accounts. To update Charity Commission records as required.
- To provide relevant information on trading performance, fees and income charges to the Director and retail team.

- To manage and co-ordinate the closure of year end accounts incorporating appropriate accruals, adjustments and accounting practices.
- The management of all creditor and debtor transactions and liaise with central support staff to ensure prompt payment and recoupment of debts.
- To manage and coordinate the systems and protocols for the collection, security, accounting and banking of cash and cheques. Reconciliation of credit card income.

Managing Self

- To work together with all employees as a closely formed team.
- To keep up to date with Arts Council England NPO funding conditions.
- To undertake any other duties as may be reasonably required by the Director, Finance Business Partner and Walsall Council senior management.
- To carry out his/her responsibilities with due regard to the Walsall Council Security, Health and Safety, Child Protection and Equal Opportunities Policies and Procedures at all times.

4. Key Stakeholders and reporting lines

- Report to the Gallery Director.
- Liaise with Walsall Council Finance Business Partner and Senior Management
- To comply with and report on Arts Council England National Portfolio 'Let's Create' Policy and NPO funding terms and conditions.
- Report to Walsall Museums & Galleries Development Trust and Oversight Group



JOB TITLE Finance Manager	GRADE G9	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form =A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours:		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	A/I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills:		
Proven ability in revenue and charity accounting	A/I	3
Able to demonstrate a technical ability to ensure accounting standards and codes of practice are understood and adhered to	A/I	3
Ability to analyse and interpret information within reports and understand risk management	A/I	3
Ability to demonstrate good written, verbal communication and presentation skills.	A/I	3
Knowledge and experience of financial issues relating to local government and external funders	A/I	2
Ability to demonstrate an understanding of the aims and objectives of the service to gain maximum benefit with available resources.	A/I	3
Ability to identify, develop and review areas for improvement and to use initiative	A/I	3
Ability to demonstrate organisational and administrative skills and be able to prioritise workload in order to meet deadlines effectively.	A/I	3
Ability to work as part of a team and show a flexible approach to working.	A/I	3
Able to show knowledge and understanding of Health and Safety issues	A/I	2

Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.			
Must have extensive experience in working in a financial environment and significant financial management experience.		A/I	3
Evidence of continuous professional development		A/I	3
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
Member of a Financial Professional Body (AAT minimum) or educated to degree level or demonstrates through career experience you meet the requirements.		A	
Other Essential Requirements			
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
Prepared by:		Date: 10.07.24	
	Stephen Snoddy		