

Interim Financial Controller

Fixed term, 12-month contract. Full time or 0.8FTE.

The Devon Guild of Craftsmen is recruiting for a fixed-term interim Financial Controller. This is an opportunity to make a fundamental difference to the future smooth running of this many-layered organisation. Based in Bovey Tracey in South Devon we have a craft shop, a busy café, and three galleries. We are also a craft membership organisation with nearly 300 paying Members from across the South West, and a charity funded by the Arts Council to deliver craft activities to the community.

After a long period without change and an interregnum we are seeking an experienced financial and management accountant to overhaul and streamline our processes and procedures. The role will combine overall responsibility for day to day transactions as well as taking a project-based approach to devising and putting in place new operating procedures. There are considerable cost and time-saving efficiencies to be made, and by the end of the 12 month period the Guild's finance function will be a well-oiled and efficient machine. Monthly management accounts will be accurate and timely, and presented alongside further data analysis to help maximise our commercial profitability, and support significant funding bids to further our charitable aims.

In due course the Financial Controller would be responsible for making recommendations about appropriate future staffing levels and roles, once we have achieved a financial 'steady state'. It is envisaged that we will continue to need senior financial oversight at this point, but that it should be possible to reduce this to a more part time role.

If you are equally happy getting stuck into the day to day financial running of a small organisation, and using your financial expertise and experience to make a significant lasting impact on the smooth running of a busy charity, this is the job for you.

You will have an accountancy qualification and significant experience in financial record keeping and with Excel, together with management or supervisory experience. We use Sage Line 50, so experience of Sage would be a plus. Extremely strong organisational skills and attention to detail are crucial. The ability to provide leadership in a small but diverse team and to monitor business performance are paramount, and you will be familiar with charity finances and reporting. This opportunity will interest someone who is a good communicator, and a team worker with the ability to work with colleagues to analyse issues holistically and provide reasoned judgment.

ABOUT DEVON GUILD OF CRAFTSMEN

Our base at Riverside Mill in Bovey Tracey is the leading venue for crafts in the South West, recognised for the quality of our exhibitions and with an international reputation. Each year, we welcome around 130,000 members of the public to enjoy, to take part and to buy craft. Our vision of creating the craftspeople, enthusiasts and audiences of the future is achieved through an exhibition programme drawn from makers in the South West, across the UK and abroad, through work with local schools and community groups, through workshops, talks and visits, and through providing education and marketing

opportunities that develop the creative businesses of professional makers. See www.crafts.org.uk for more information.

A registered charity and membership organisation for professional makers, our income streams currently include trading (craft shop and café), Arts Council England National Portfolio funding, project grants from trusts/foundations, commission income, member subscriptions and individual donations. Over the past few years we have received Arts Council England Catalyst funding to build our fundraising knowledge and we employ a Development Officer 3 days a week.

RESPONSIBLE TO/FOR

The Financial Controller is responsible to the Executive Director.

The Financial Controller is responsible for the Finance Officer (2 days/week post)

SALARY

The salary is Grade 2: Senior Manager and will be in the range £35,000-40,000. We offer 30 days paid holiday per year (to include bank holidays). Additional benefits include discounts on artwork and food from the café, flexible working hours if necessary and an auto-enrolment pension at the basic rate.

HOURS

Normal office hours are 9am to 5.30pm Monday to Friday with a one-hour lunch break.

PROBATION AND NOTICE PERIOD

The probation period is three months, during which the notice period is 4 weeks on either side. Following the completion of a successful probationary period, the notice period is 3 months on either side. The post has a fixed term of 12 months.

TRAINING

The Devon Guild is committed to the continuous development of the knowledge and skills of employees.

EQUAL OPPORTUNITIES

The Devon Guild has an Equality and Diversity Policy and all employees agree to abide by its terms.

CANDIDATES WHO CONSIDER THEY MAY HAVE A DISABILITY

Reasonable adjustments will be made to the job requirements or recruitment process for candidates with a disability. If you consider yourself to have a disability you should indicate this in your application, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview. Wherever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

APPLICATION PROCEDURE

Please submit the following:

- A statement setting out clearly how you meet the selection criteria detailed in the person specification and the job description.
- A current CV together with the names of at least two referees, one of whom should be your current or most recent employer.
- An equal opportunities employment monitoring form

Candidates should note that the equal opportunities monitoring form is used for monitoring purposes and is never included in the short-listing process. All applicants are selected against the person specification only. **Applications which are incomplete or which do not include a statement specifically related to this opportunity will not be considered.**

The closing date for the return of applications is 9am on Monday 25th February 2019. Applications cannot be accepted after this time.

Interviews will take place in the week beginning 4th March. We anticipate being able to inform you if you have been selected for interview on or by 27th February.

Please e-mail or post applications to:

Dr Tessa Stone, Executive Director, Devon Guild of Craftsmen, Riverside Mill, Bovey Tracey, Devon TQ13 9AF 01626 832223

E-mail: tessa.stone@crafts.org.uk

All applications will be acknowledged by return email, please contact us if you do not receive an acknowledgement. We are unable to offer feedback to candidates who are not shortlisted for interview. For an informal chat about the role please contact Tessa on 01626 832223

Further details about the organisation are available on our website www.crafts.org.uk

The Devon Guild of Craftsmen is an equal opportunities employer. We are committed to ensuring that our delivery of services and employment practices reflect the highest possible quality standards, including a strong commitment to equality and diversity. We recognize that people with different skills, cultural backgrounds and experiences bring fresh ideas and perceptions that benefit the organisation and all its stakeholders and therefore welcome applicants from all backgrounds.