

Finance & Operations Manager Introduction/Background to the Role

The Common Room of the Great North Limited (CRGN) is a new limited company and registered charity, created take forward the restoration and redevelopment of its Grade 2* listed 19th Century building, Neville Hall in Westgate Road, Newcastle upon Tyne (known to many simply as ‘the Mining Institute’) and to preserve its internationally important collection and archive and make it available to a wider audience through a programme of digitisation.

CRGN has been successful in securing approval for funding from the Heritage Lottery Fund, the North East Local Enterprise Partnership and several Trusts, Foundations and individual donors, enabling it to proceed to develop and restore the Mining Institute building.

The £7.1 million development project will deliver

- From September 2020 a fully accessible, restored building with climate-controlled spaces for archives and collections and a library facility for its users, education spaces for learning and conference and meeting spaces for commercial, educational and community hire.
- On-line worldwide access to the collection and archive, piloted from 2019 and fully completed by 2022.
- A catering and bar infrastructure to serve the public and produce the commercial income to cover overheads and produce surpluses to underwrite an ongoing education and engagement programme in the building and in the region.
- A heritage interpretation programme which enables the public to understand and celebrate the heritage.
- An “On the Road” engagement and education programme when the building is closed for restoration 2019-2020 and thereafter in strategic areas of educational and social deprivation across the North East.
- A celebratory Festival in 2022, commemorating the 150th anniversary of the building’s completion in 1872 and the 175th anniversary of the Institute’s foundation in 1856.

The Common Room will be 'a celebration of graft and glory; telling the stories of the North East that changed the world, then and now' by...

- Revitalising our Grade 2* Listed building and making a step change in the access and interpretation of our internationally recognised archive of the Industrial Revolution we will provide the space, and inspiration, for new collaborations and innovations.
- Instilling pride, ownership and understanding to support the North East economy...
- Using our unique heritage to inspire the next generation of innovators and engineers...
- Engaging with the business community, the Common Room programme will deliver this, providing education and enrichment for young people, promoting skills development for the region's workforce and engaging the public with the heritage.

Further details of the Common Room, the Mining Institute and the project can be found on our website - www.thecommonroom.org.uk (currently under construction) and www.mininginstitute.org.uk

Job Description

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| Job | Finance & Operations Manager |
| Salary | c£40k Full Time Equivalent depending on skills and experience (plus additional remuneration as part of an all employee annual bonus scheme which will take effect based on the outcomes of the first year of trading for the Common Room from September 2020) |
| Duration | 80% FTE (32 hours per week) Permanent Flexible working patterns negotiable |
| Reports to | Chief Executive |
| Line Manages | Operations Supervisor Events & Office Administrator |

Job Summary and Purpose

- To manage financial systems and processes for Common Room of the Great North (CRGN) and any trading subsidiary companies, ensuring accounting information is recorded and reported in an accurate and timely manner
- To manage the central administration functions (admin, ICT, HR and office services) to ensure the efficient operation of the organisation
- To ensure compliance with all external statutory requirements, including insurance, licensing, charity and company law etc.
- To be the responsible officer for Health and Safety for CRGN's operations.

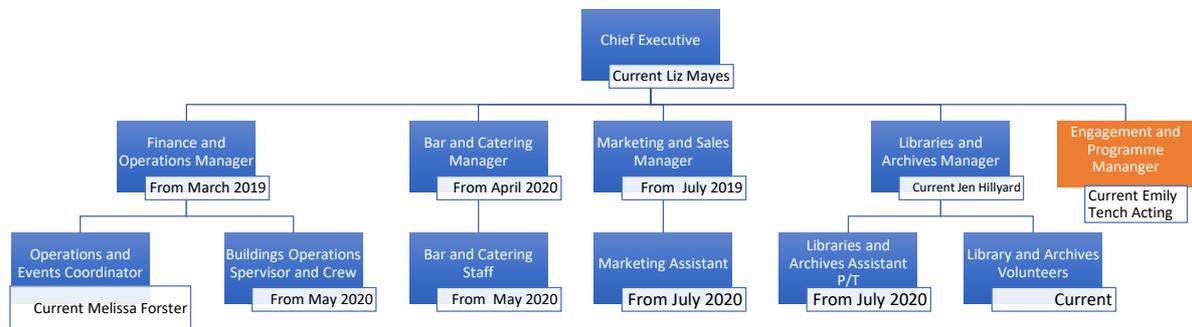
Main Responsibilities/Activities

- To lead, manage and develop the Finance & Resources team
- To develop, implement and monitor a financial management plan to provide for CRGN's long-term financial planning
- To have overall responsibility for CRGN's premises, HR and ICT systems and central administration function
- To draw up, control and manage overheads budgets
- To produce monthly management accounts and other financial & statistical information as required
- To draw up, control and manage the company payroll
- To prepare and submit VAT returns

- To assist in the preparation of the annual budget
- To manage and control all year-end finance & payroll procedures including the preparation of draft annual statutory accounts for audit and liaison with the external auditor
- To develop and maintain a suite of financial controls to safeguard the company's assets
- To maintain a current knowledge of all financial and charity accounting legislation affecting CRGN and CRT
- To provide training, advice and guidance for staff on finance, budgeting and other related issues
- To manage company cashflow
- During the period of the HLF funded project (December 2018 to December 2022) to provide timely financial reporting to the Heritage Lottery Fund, NELEP and other funders as appropriate.
- To be a member of the Project Steering Group (alongside the CEO) to be engaged in the in the detailed budget and cash flow for the capital works programme.
- To be responsible for the drawing up of tender processes (within HLF guidelines) for the appointment of appropriate consultants and for the commissioning minor capital works for fitting out and furnishings on behalf of the Common Room.
- Any other duties appropriate to the role/grade, as required by the Chief Executive

All staff/freelance contractors are expected to:

- Positively support equality of opportunity and equity of treatment of colleagues in accordance with the Diversity Policy/statement.
- Help maintain a safe working environment by attending training in Health and Safety requirements as necessary and following local safe working practices and the Health and Safety Policy.



Person Specification

Essential

Either a formal accountancy qualification and at least 2 years' post-qualification experience in a small to medium sized organisation, or at least 5 years' experience in managing the finances of a small to medium sized organisation

Experience of operational financial management to include:

- day to day record keeping using computerised accounting software,
- preparation of payroll and associated returns
- preparation of VAT returns
- preparation of Management Accounts,
- involvement in the process of preparation annual accounts for audit,
- tracking and managing cash flow,
- providing timely financial reporting to senior management, Board, funders and stakeholders.

Experience of strategic financial management including budgeting, business planning and financial modelling

Excellent written and oral communication skills

Experience of line management of staff including:

- experience of providing mentoring and motivation for individual staff members
- experience of undertaking individual personal development reviews

IT-literate, including excellent spreadsheet skills

Strong attention to detail

Excellent interpersonal and networking skills

Strong analytical and organizational skills

Experience working with diverse constituents, teams and colleagues

Ability to work independently and as part of a team

A flexible, creative, entrepreneurial spirit and a demonstrated passion for the mission, vision and values of the Common Room

Desirable

Experience of HLF-funded projects and associated reporting requirements

Experience of charity accounting

Experience of and/or interest in HR processes and procedures.

Experience of and/or interest in premises and venue management.

Experience of and/or interest in ICT management.

Experience of reporting at Board level

Appointment and Application Details and Timetable

Advertising and network posting of the post w/c from 3rd December to 20th December 2018.

Enquiries and informal information available between 10th and 20th December 2018. A discussion can be booked with the Chief Executive Liz Mayes by phoning Melissa Foster on 0191 232 2201

Please send CV and covering letter to Melissa Forster melissa.forster@northeastcommonroom.org.uk by close of business on 14th January 2019.

Please provide the names and contact details (email and phone) for two referees, one of which will be a recent or current employer. We will not contact the referees of non-shortlisted candidates.

Shortlisting will take place in the week commencing 14th January. Interviews and other selection processes for short listed candidates will take place in the week commencing 28th January 2018. The Interview panel will include the Board Chair Matt Boyle, the CEO Liz Mayes, the Business Planning Consultant Pete O'Hara and a Board member with experience in Operational Management.

Shortlisted candidates will be asked to make a presentation to the panel on a subject associated with company accounting. We will distribute the presentation at least a week before the interview date.

Follow up of references and job offer - week commencing 4th February 2019.

Target appointment start date - week commencing 18th March 2019.