

FINANCE & OPERATIONS MANAGER

SUMMARY

Finance and Operations Manager

£30,000 per annum, pro rata; one-year part-time contract

GEM is looking for an experienced and enthusiastic multi-skilled manager to join a small dynamic team and be responsible for finance and operations of a long-established heritage education charity.

The Finance and Operations Manager will be responsible for the day to day management and administration of GEM, and for helping to ensure the long-term resilience and sustainability of GEM through the application of sound financial, administrative and human resource principles and policies.

The Finance and Operations Manager will work part-time for 15 hours per week from GEM's Gillingham office. We are willing to be flexible as to how those hours are worked to fit the personal or work circumstances of the successful candidate.

We should like the successful candidate to start work as soon as possible.

Essential experience and skills required:

- Excellent financial management and business planning skills;
- Demonstrable experience of working in a managerial capacity;
- Effective team management and problem-solving skills;
- Experience of fulfilling the financial and policy elements of a company secretary role, preferably in the third sector;
- Skilful in use of Sage (and preferably BrightPay);
- High digital literacy particularly in use of Excel (and preferably Office 365, Word and Access) and willingness to learn new systems where required.

Closing date: Tuesday 29 May 2018 at 12.00 (noon)

Interviews will take place on Wednesday 6 June 2018.

I. GEM

GEM champions excellence in museum, heritage and cultural learning to improve the education, health and wellbeing of the public. GEM is a membership organisation with around 1,500 members, publishing two *Case Studies*, one *Journal of Education in Museums* and twelve eNews every year, and providing UK-wide training, networking, advocacy and support to those involved with managing and delivering heritage learning. In a recent report by Arts Council England, GEM was named as the top provider of continuing professional development (CPD) for heritage learning.

GEM has been involved in initiatives such as the *Learning Outside the Classroom* and has developed innovative learning projects in partnership with organisations including Museums Galleries Scotland, and Museums Archives and Libraries Wales. GEM has delivered an exciting project *Sounding Out Your Heritage* working with hard-to-reach over-60s in Kent and Medway funded by a £75K grant from the Department for Business, Information and Skills (BIS) Transformation Fund to help kick start *The Learning Revolution*. By combining training and resource development with innovative project work and policy development, GEM is able to constantly improve what it offers and break new ground in heritage education.

With a Museum Resilience Fund grant of £168K from Arts Council England we have set up a *Learning and Sharing Centre (LSC)* over the period September 2016 to March 2018. The LSC project has delivered seven new training courses, nine sharing events, and a redeveloped GEM website (including new features such as directories of heritage training opportunities and resources, a suppliers' directory, and new sections on careers and the value of heritage education).

As part of the LSC project a team of consultants were commissioned to review the context in which GEM operates and to analyse the distinctive aspects of its training offer, and to make recommendations to help GEM become a more sustainable organisation. The report concludes that there is strong support for GEM and its role as an advocate for the whole of the UK-wide heritage learning sector.

The Finance and Operations Manager has a pivotal role in helping to move GEM forward and become a more sustainable organisation.

GEM is a membership organisation, and is registered in England as a charity and a company limited by guarantee, and is governed by a board of up to nine trustees. GEM relies heavily on volunteers who contribute much to GEM's activities. These include more than 20 area convenors across the UK who organise a variety of local training and networking events.

GEM has a part-time interim director whose focus is on fundraising and advocacy (working two days/week from home). The office team consists of a part-time administrator; a full-time communications officer and a full-time education officer who work from GEM's offices in Gillingham, Kent – less than one minute's walk from the railway station.

GEM has a volunteer full-time CEO who is retiring in May 2018, although he will be available for handover liaison as required after that date.

The new post of Finance and Operations Manager will work part-time for 15 hours per week from GEM's Gillingham office. We are willing to be flexible as to how those hours are worked to fit the personal or work circumstances of the person appointed.

2. MAIN JOB PURPOSE

The Finance and Operations Manager will be responsible for the day to day financial management and administration of GEM, and for helping to ensure the long-term resilience and sustainability of GEM through the application of sound financial, administrative and human resource principles and policies.

The duties of this post include:

Finance

- Maintaining and developing GEM's accounting systems, financial controls and procedures.
- Monitoring cash flow and performing regular bank reconciliations.
- Producing quarterly accounts for board meetings and other management accounts/budgets as required.
- Overseeing payment of invoices and expenses, and day-to-day bookkeeping.
- Developing the annual budget, monitoring all core and project budgets and providing financial support for project managers and other staff and contractors.
- Supporting grant applications through producing budgets; monitoring grant funding and supporting staff with financial reporting to funders.
- Contributing to overall strategy and programmes through the business and forward plans with financial and operational detail.
- Preparing the annual report and accounts ready for independent examination.

Operations

- Developing and implementing HR strategies, processes and procedures to ensure compliance with legal requirements and best practice, and providing best practice HR services to all staff.
- Preparing the monthly payroll (using BrightPay); setting up payments and issuing payslips; ensuring pension payments are correctly managed/administered (using NEST); and overseeing annual and sick leave.
- Overseeing the IT support and other contractors.
- Writing and updating of financial and organisational policies and procedures.
- Line managing GEM's administrator and other staff as and when required.
- Providing general support and advice to trustees and members of staff.

Governance

- Supporting sub-committees and working groups.
- Leading on drafting the trustees' annual report.
- Ensuring returns and details of trustees are sent to Companies House, the Charities Commission and HMRC as required and on time.

3. CONTRACTUAL DETAILS

The successful candidate will be employed part-time (15 hours per week) for one year in the first instance on an annual salary of £30,000 pro rata. The full-time holiday entitlement is 25 days in addition to UK bank and other public holidays. GEM contributes up to 5% of an employee's salary towards the NEST pension scheme.

4. ESSENTIAL SKILLS AND EXPERIENCE

- Excellent financial management and business planning skills.
- Demonstrable experience of working in a managerial capacity.
- Effective team management and problem-solving skills.
- Experience of fulfilling the financial and policy elements of a company secretary role, preferably in the third sector.
- Skilful in use of Sage (and preferably BrightPay).
- High digital literacy particularly in use of Excel (and preferably Office 365, Word and Access) and willingness to learn new systems where required.
- Excellent communication (verbal and written) and interpersonal skills.
- Ability to make efficient and effective use of time, and to plan and prioritise work, occasionally under pressure.
- Understanding of equal opportunities and diversity.
- Enthusiasm for learning in museums and heritage sites.

5. APPLICATION PROCEDURE

Applicants should preferably email their CV and a covering letter outlining their particular skills, experiences and strengths in relation to the post with specific examples (no more than four sides of A4 in total), and their earliest possible start date to recruit@gem.org.uk.

Alternatively, post your application to GEM (ref FOM), 54 Balmoral Road, Gillingham, Kent, ME7 4PG.

We will acknowledge the receipt of all applications sent by email, but please send a stamped addressed envelope if you would like an application sent by post to be acknowledged. We try to keep all applicants informed of the progress of their applications, but please assume your application has been unsuccessful if you do not hear from us by 8 June 2018.

6. CLOSING DATE: TUESDAY 29 MAY 2018 AT 12.00 (NOON)

Interviews will be held in Gillingham on Wednesday 6 June 2018. The successful candidate will commence work as soon as possible.

Applicants should also include the names and addresses of two referees – one of whom should be your current or most recent employer/client. We will contact your referees if you are invited to interview. Please let us know if this is not convenient.

If you any questions about this position, please email them to recruit@gem.org.uk.