



Hello!

Thanks for your interest in the post of **Head of Administration & Finance**.

Please find enclosed:

- a job description
- person specification
- an equality monitoring form

Your application should be via CV and supporting letter detailing your experience, skills and how you meet the person specification.

Applications should be emailed to: admin@applesandsnakes.org clearly marked with which post you are applying for.

Deadline: Monday 11 June

We can find out more about Apples and Snakes on www.applesandsnakes.org

We also have an exhibition, *35 years: Poetry Pioneers* currently running at Rich Mix until 31 May. This charts our history since we began in 1982 and will give you an overview of the work that we have delivered and the artists that we have supported.

If you have any further questions please feel free to contact us via info@applesandsnakes.org

We look forward to receiving your application.

With best wishes,

Lisa Mead
Artistic Director/CEO



35 YEARS
POETRY
PIONEERS

Apples and Snakes **Head of Administration & Finance** **Job Description**

Responsible to the Artistic Director/CEO

Part of the Senior Management Team (SMT)

Responsible for: Finance Officer, Administrator and other appropriate posts as agreed with the Artistic Director/CEO.

Summary

Apples and Snakes is a small national arts organisation and charity, with an annual turnover of around £750,000 - £850,000. It is core funded by Arts Council England and raises additional income through ticket sales, performance and workshop fees (including local authority contracts), grants from trusts and foundations as well as individual giving/corporate partnerships and other income generation programmes. The organisation is VAT registered and operates under an agreed standard partial exemption scheme. The organisation uses Sage Line 50 software and currently outsources its payroll to Moorepay and provides a statutory work based pension through Aviva.

Dynamic and forward thinking, the Head of Administration and Finance will work as part of the SMT in the successful delivery of the organisation's mission, vision and business plan and the development and implementation of detailed strategic business plans. With a track record in ensuring the smooth operation of company business, the postholder will have particular responsibility for:

- financial management
- operations and administration
- monitoring and evaluation systems
- governance

Financially astute, the postholder will be excited by the opportunity to overhaul administrative systems, and create effective new strategies for measuring impact.

Responsibilities

Financial Management

- To lead on the development, implementation and monitoring of all financial systems and to oversee the day to day accounting processes for Apples and Snakes ensuring that the accounts are accurate and fully up to date at all times.
- To organise and develop the management accounting process ensuring that regular, detailed, timely and accurate management accounts are prepared for staff and board in a format that best allows staff to understand the figures presented and to facilitate decision making.

- To lead on the creation of the annual core budget and the development of budgets for special restricted projects and fundraising bids as required.
- To develop and maintain a thorough understanding of the Sage accounts system as well as the payroll and pension processes.
- In consultation with the Auditors as required to ensure that Apples and Snakes is compliant with all necessary financial regulations and deadlines.
- To provide financial advice to SMT, staff and Board as required.

Operations and administration

- To lead on the administration of all Apples and Snakes offices to ensure that we maintain safe and legal environments for all staff, complete with appropriate levels of IT and other resources required for them to fulfil their duties without stress or discomfort.
- To manage all HR processes for the company (including volunteer management and new recruitment) to ensure we build and maintain a reputation as a good employer.
- In consultation with other appropriate staff to proactively lead on the development of agreed structures and procedures for our online shared drive and office programmes (currently G-Suite) and to ensure that all staff understand and benefit from the advantages of these shared systems.
- To investigate different uses for the London office space e.g. artists hot desk, rehearsal space, workshop space and how this could work.
- To fully understand the online database (currently eTapestry) for which training will be provided if required and train other staff to operate the system to agreed guidelines, including the development of Queries and Reports that will allow staff to retrieve relevant information on the system quickly and easily when needed.
- To work with all staff to devise and maintain a system on the online database to record all potential funders (including creating reports to help staff select potential funders), all funding bids that are made and which have been successful or not.
- To regularly review all standard employment, freelance and artistic contracts to ensure that they are legal and appropriate.
- To lead on the development and maintenance of the staff policy and procedures document that forms part of all staffs official employment contract.

Monitoring and Evaluation

- In consultation with the Artistic Director and SMT to create and agree a simple, achievable and regular programme of monitoring and evaluation (including quarterly reports to the Arts Council) across the whole organisation that relates to our business plan and is used to demonstrate our success and worth to our current and potential funders.
- In consultation with appropriate staff to create a separate and agreed programme of monitoring and evaluation for all projects that are funded by other organisations, ensuring that the data produced satisfies the needs of the particular funder but also creates data that is useful for us in advocating for future Apples and Snakes projects.
- To develop and monitor a simple system for recording, amalgamating and storing all this information on line (having due regard to GDPR data protection rules) and

ensure that all staff are aware of how to use these systems and why it is vital that they are filled in, supported by SMT.

- To maintain a list of when all evaluation reports are due to funders and prompting appropriate staff in advance when a report is due.
- To assist all staff as required in completing reports to funders as appropriate.
- To work with SMT to prepare regular reports to Arts Council and other core funders, being the SMT lead on funder reporting.

Governance

- To play an active role in SMT meetings and contribute to all aspects of running the organisation.
- To provide support to all staff as a senior management team member.
- To represent the organisation externally as required and deputise for the Artistic Director /CEO as necessary.
- To take joint strategic responsibility for the national development of the organisation as a member of the SMT, with a particular emphasis on financial sustainability and infrastructure development.
- In consultation with SMT to develop and maintain a comprehensive risk register for the organisation
- To act as Company Secretary as designated by the Trustees and Artistic Director/CEO
- In consultation with the Chair of the Audit sub-committee of the Board to agree dates and agendas for each meeting.
- To attend and prepare papers for the Audit sub-committee of the Board and to present the latest management accounts and other financial, HR and administration matters as agreed with the Artistic Director/CEO to the members attending.
- In consultation with the Artistic Director/CEO and the Chair of Trustees agree the dates and agendas for each full Board meeting.
- To assist the Artistic Director/CEO in the preparation and delivery of the papers to all Board members in advance of the meeting.
- To attend and minute all Board meetings.
- In consultation with Artistic Director/CEO and Chair of Trustees distribute approved minutes to all Board members as soon as possible after each meeting.
- To liaise and maintain a good relationship with the Auditors (currently Buzzacott's) to ensure a smooth and trouble free audit process.

General Duties

- To write funding applications as agreed by SMT.
- To act as an ambassador for Apples & Snakes, representing the organisation in the best possible light.
- To attend national events and support the Producers in their delivery and management.

- To participate in the process of continuous evaluation of the organisation's effectiveness in meeting its aims and objectives.
- To maintain an awareness of the performance poetry scene nationally.
- To represent Apples & Snakes in the wider arts and cultural sector.
- To attend SMT, staff and Board meetings as required.
- To undertake any training or appropriate professional development considered necessary.
- To comply in all areas of work in line with Apples & Snakes' Equal Opportunities Policy and other policies mandated by the Trustees.
- To carry out such other duties as may be required by the Artistic Director/CEO.
- To promote, participate in and contribute in all reasonable ways to the overall aims and objectives of Apples & Snakes.

Salary: £38,000GBP

Based at The Albany, Douglas Way, Deptford, London SE8 4AG

Core office hours: Monday to Friday 10AM - 6PM

35 hours per week (exclusive of breaks)

Flexible working hours considered.

30 days annual leave plus bank holidays.

The nature of this post will require some travel across the UK and some evening working, for which Time Off In Lieu (TOIL) can be taken.

Apples and Snakes provide a statutory work based pension scheme through Aviva. All eligible employees are automatically enrolled in the pension after the first three months of employment and further information about the scheme will be provided at that time.

HOW TO APPLY

Send CV and Cover Letter detailing your experience and how you meet the person specification to admin@applesandsnakes.org

**Head of Administration & Finance
Person Specification**

Requirements	Essential	Desirable
Education & Experience	<p>5+ years relevant/comparable experience with sound knowledge of the day-to-day operations and administration of an arts company or similar.</p> <p>Significant experience of and understanding of financial management.</p> <p>Experience of managing people, including writing policies and running recruitment.</p> <p>Exceptional organisational skills including strong time management, a high level of accuracy and attention to detail and an ability to multi-task.</p> <p>Excellent IT skills including Microsoft office, file sharing apps and web.</p> <p>Experience of building relationships at different levels and an ability to develop and maintain relationships with key stakeholders.</p>	<p>Arts management experience.</p> <p>Knowledge of Charity and Company legislation.</p> <p>Knowledge of SAGE accountancy package or similar.</p> <p>Knowledge of / interest in the spoken word scene.</p> <p>Experience of acting as a Company Secretary.</p>
Key Competencies	<p>Excellent written and verbal communication skills.</p> <p>Proven ability to lead and motivate staff.</p> <p>Problem analysis and solving.</p> <p>Proactive and able to use initiative.</p> <p>Planning and organising.</p> <p>Ability to multi-task.</p> <p>Reasoned decision making.</p> <p>Teamwork and adaptability.</p> <p>Common sense.</p> <p>Flexibility.</p>	
Other	<p>Willingness to travel nationally.</p> <p>Occasional evening and weekend work required.</p>	