



OPERATIONS AND FINANCE MANAGER Job Pack

THE MARGATE CREATIVE LAND TRUST

Margate is home to a burgeoning creative community and has been identified as a key production hub within the Thames Estuary Production Corridor.

While creative businesses have grown by 158% since 2009, Margate has lost 11% of its commercial spaces in the last 20 years. Coupled with rising rents for the remaining eligible spaces, this has created a lack of appropriate venues for the variety of artistic pursuits. Creative practitioners urgently need space to protect and grow the creative industries in Margate.

Taking inspiration from other models developed to protect creative space such as in central London where property values are rising, the Trust in Margate will ensure that creative space and programming is inclusive. A central part of our mission is to support underserved communities to access opportunities within the creative industries, including leadership, jobs, training and enterprise development.

The project was co-created by the community and local creative practitioners, and the organisation was established as an independent entity by Thanet District Council on behalf of the Margate Town Deal Board.

Substantial funding has been secured from Central Government through the Margate Town Deal, and the Margate Creative Land Trust was registered as an independent charity in April 2022. Our goal is to purchase physical space in Margate, provide affordable rents and deliver community programmes to support inclusive, sustainable practice in the creative industries in Margate and across the area of Thanet.

OUR VISION

A thriving, resilient and innovative creative sector that provides inclusive enterprise, employment and learning opportunities for people living and working in Margate and the surrounding areas.

OUR MISSION

To establish a variety of accessible and inspiring creative spaces that provides benefit to the community, creative sector and local economy in perpetuity.

OUR AIMS

- To protect, sustain and grow Margate's creative sector through improved security and sustainability, and by increasing the quantity of places for creative practice in the town.
- To support the inclusive regeneration and economic growth of Margate and the district of Thanet
- To support the creation of new jobs and training opportunities within Margate's creative enterprises, and to address barriers to entry for Thanet's diverse communities.
- To celebrate Margate's creatives and the achievements of the sector and, to support its growth and establishment as a regional creative hub.
- To add value to existing market activity and to avoid displacement or crowding out of initiatives by others.
- To support moves towards a zero carbon and environmentally sustainable economy through our investment decisions and operations
- To be a fair employer and promote equality, diversity and inclusion in all that we do.
- To be evidence based in our investment decisions to meet the specific needs of Margate's creative community.
- To be timely in our decision making and delivery
- To lead to enable the realisation of our vision.
- To work in partnership and collaboration with others to achieve our mission.

OUR VALUES

Open & inclusive: We are friendly, approachable, accessible and seek to work collaboratively and in partnership. We will design ways to ensure we meaningfully and regularly engage with the communities we serve.

Innovative: We know we have to play the long game to have a lasting impact, but we are not afraid to test or pilot radical ideas in the short term. We are ambitious and we will disrupt the status quo to ensure more underrepresented groups benefit from creative sector opportunities.

Sustainable: We are a commercially sound, environmentally and socially responsible organisation and we champion this within the sector.

This is an exciting time to join us as we start to purchase property and make a real difference to Margate's communities. If you like a challenge and want to play a key role in enhancing Margate's creativity this could be a great job for you.



Margate Creative Land Trust Operations and Finance Manager Job Description

The Role

The Operations and Finance Manager will work closely with the Executive Director and other members of the team to ensure that the Margate Creative Land Trust works efficiently and effectively, making the best use of all its assets and operating to a high standard. The postholder will be responsible for the effective organisation of our operations, finances, HR and organisational management activities.

The Operations and Finance Manager is responsible for managing the Administration and Finance Officer.

Key Accountabilities

- The development and fulfilment of Trust operational, HR and financial processes.
- Ensures organisational policies remain relevant and emulate best practice and organisational values.
- The management of funder reporting, monitoring, and evaluation.
- Lead on estate management including the letting of acquired property.

RESPONSIBILITIES

Operations

- Develop and maintain all necessary systems and procedures to ensure that the charity's operations comply with all legal requirements and meet agreed operational standards.
- Regularly review operations to ensure they meet required standards, recommending changes where necessary.
- Develop and maintain the charity's structure and processes ensuring the charity remains efficient and effective.
- Lead on Human Resource operations.
- To ensure good monitoring and evaluation systems are in place that enable external and internal reporting and strategic development.
- Once buildings are acquired to lead on the processes needed to ensure they are well managed.

- Act as Company Secretary, ensuring that the Creative Land Trust complies with all statutory and regulatory requirements, and keeps abreast of relevant legal and policy changes relating to charity and company law, the charity governance code and financial management.
- Take the lead on relationships with regulators, including the Charity Commission and Companies House.
- To lead on the organisation's IT strategy and ensure all IT systems remain secure.
- Act as the Data Controller; and ensure the charity is compliant with data protection legislation.
- Support the Executive Director with coordinating the development of the organisational strategy and the annual business plan.
- Attend all Board meetings and the Board's Finance and Resources sub-committee and Property sub-committee.
- Oversee and manage all relevant outsourced contractors (including IT, HR, Accountants, etc).
- Lead and manage the procurement function and purchasing requirements across the charity for goods, equipment and services. This includes identifying new purchasing opportunities, renewing and negotiating new supplier contracts and generating cost savings through optimal purchasing approaches.

Finance

- Lead the development and implementation of a financial strategy for the charity to support the organisational objectives. To include long term financial forecasts, and the reserves policy.
- Ensure timely efficient and accurate management accounts, cash flow management and forecasting - enabling budget holders and trustees to make informed financial decisions.
- Provide colleagues with the information they need for funding proposals and to meet funders' reporting requirements.
- Compile the audit file and produce annual accounts, liaising with the auditors to ensure that the audit is conducted effectively.
- Ensure the timely, efficient and accurate production of statutory accounts and Trustees' annual report in accordance with all relevant legislation and accounting standards.
- Contribute a financial perspective to all strategic developments challenging assumptions and decision making as appropriate and providing financial analysis and guidance to the Board and Leadership team to help them make business-focused decisions.
- Lead the annual budget process to ensure the budget aligns with the business plan and strategy and is understood by the Board, and the Executive team.
- Oversee the effective and efficient administration of payroll, PAYE/NIC and staff pension arrangements.

General

- Represent the Margate Creative Land Trust at external events.
- Offer flexible support for the work of the Trust generally. Provide cover for other members of the staff team ensuring that the work of the Trust can continue effectively and without interruption.

Person Specification

Essential

- Previous operations experience in a start-up or charity.
- Five years' experience in developing organisational policies.
- Experience of business planning processes.
- Five years' experience of charity, public or private organisation finance, with a good working knowledge of the Charities SORP
- Experience of working with trustees, or similar governance body and preparing concise reports for a Board summarising performance, analysis, and recommendations.
- Experience of leading charity audits and audit file preparation.
- A good working knowledge of charity and company law.
- Experience of strategic financial analysis and leadership of financial strategies.
- Knowledge of HR and IT applicable to a small to medium sized charity.

Values and Personal Qualities

- Commitment to the vision and purpose of Margate Creative Land Trust, and alignment to its values.
- A leader who can inspire direct reports and others and build strong relationships with a wide range of stakeholders.
- Able to work as part of a small team while also working autonomously, effectively managing own workload.
- Good communication and relationship building skills.

Desirable

- Understanding of commercial property finance, including tax treatments.
- Knowledge of public procurement and subsidy control regimes.

Terms and Conditions

Salary

£47,000 - £53,000 (pro rata) [£37,600 - £42,200], subject to experience. Hybrid working with at least 50% of time in the office based in Margate.

Hours

30 hours per week [0.8 full time equivalent]– with flexibility to work outside of normal office hours, evenings and weekends as required.

Benefits

25 days holiday plus bank holidays (pro-rata – 20 days + 0.8 pro-rata bank holidays]. Auto enrolment pension after successfully completing probation with regular employer's contribution.

Equity, Diversity and Inclusion

The Trust values diversity and must represent Margate and the wider area for the entrepreneurial, creative and diverse place that it is. We are committed to social justice and tackling under-represented people from a wide range of backgrounds, including those in our immediate vicinity. We want to be as inclusive as possible from the outset. We particularly encourage applications from those who are under-represented, including people facing socio-economic barriers, LGBTQ+ people, and people with disabilities. We are very keen to hear from people who have lived experience of, and / or a personal connection to, Margate and the surrounding area.

Period of notice: One week either way during probationary period. Three months' notice after completion of the six-month probationary period.

Asylum and Immigration Act 1996: To confirm your right to work in the UK, MCLT is required by law to see the original of at least one document from HM Government specified list. <https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version>

How to apply

To apply for this role please send your CV with a supporting statement (not more than two pages A4) explaining why you want to apply for this role and how you meet the job criteria outlined above to, info@margatecreativelandtrust.org.

Please state in the subject line: **OPERATIONS AND FINANCE MANAGER** and your name.

If you would like to have an informal chat about the role, would like to apply in a different way or need help with your application please email Jan King at the above email address.

When submitting your application, you will also be asked to provide personal information across several dimensions of diversity and inclusiveness. This information is kept entirely confidential and will not be used to evaluate your candidacy. We collect this data to help us analyse our recruitment process holistically and implement actions that promote diversity and inclusiveness. While optional, we strongly encourage you to provide this information as it will hold us to account and contribute towards our goal of building a fairer working world. We ask you because it matters to us all.

Application Timetable

Deadline for applications:	10am, 30 May 23
Shortlisted candidates contacted:	02 June 23
Interview:	Week commencing 12 June 23