

Office and Finance Manager

We are recruiting for a managerial role to work with Trowbridge Town Hall. This person will manage the finances, contracts, policies and HR of the organisation. They will also support the governance and fundraising.

This is a full-time role.



About us

Trowbridge Town Hall Trust is a charity, formed in 2012. It manages the historic building at the heart of the town, restoring and reenergising it as a creative and civic hub for the town.

The building is used for choirs, dance classes, yoga, community meetings and markets. It's home to the Free Range Café, We Are Undressed (a zero waste social enterprise) and ten creative studios. We've a gallery for visual art exhibitions and programme live music, comedy, theatre and film.

We're a small core team of 7 people, led by our Director, to whom this role directly reports, along with three freelance programmers (visual arts, film, performance) and a freelance fundraiser.

The charity turns over around £300,000 a year, with key stakeholders Wiltshire Council and Trowbridge Town Council providing core grant support.

The organisation has plans for a multimillion-pound development to restore the building, increase its use and catalyse development of the town centre.

The Town Hall Trust's vision is for a creative, cohesive and confident town.

About Trowbridge

Trowbridge is a former mill town with a rich industrial heritage. Consequently, in many ways it has more in common with a town in Lancashire than in rural Wiltshire, for which it is the county town.

The town is home to a growing cultural community, with whom the Town Hall Trust collaborates. This includes Drawing Projects UK, Court Street Gallery and Trowbridge Museum (which will reopen in 2021 following a £2 million development).

Trowbridge is on a direct train line to Bath and Bristol.



About this role

This is an essential role. It holds the processes which underpin the operations of the whole organisation.

This is a detailed role. It requires someone with a razor-sharp eye and a mind unflustered by the range of activity in the building.

This is a collaborative role. You will work closely with the Director and Board-level finance committee, setting budgets and keeping projects on track. You'll work as part of a tight-knit team punching well above its weight.

Key responsibilities

Finance

- Monthly payroll, including pensions
- Process sales and payments, including for our small retail unit
- Submissions to HMRC
- Prepare monthly Profit and Loss management accounts and quarterly balance sheet
- Bank statement reconciliation
- Cash flow projection
- Manage project and departmental spending
- Day-to-day expenses and petty cash
- Annual accounts submission, with External Reviewer
- Budget setting, with Director and Finance Subcommittee

Policies and procedures

- Ensure implementation of existing policies and procedures – these cover building, finance/administration, HR, users, governance
- Update existing policies and procedures, keeping them in line with current legislation and best practice
- Create new policies as required by the Director and Trustees

Contracts

- Maintain and refresh existing agreements with tenants (café, studios, retail)
- Refresh standard hirers' contracts as required
- Create and manage contracts for hirers on a day-to-day basis

HR

- Establish an exemplary recruitment process for staff
- Support recruitment for volunteers, with Volunteer Manager
- Manage individual and collective training budget
- Ensure staff contracts are up to date
- Create contracts for new staff as required
- Refresh volunteer contracts as required
- Equality and diversity reporting

Fundraising

- Support organisational fundraising by preparing project budgets, with Director
- Manage project budgets relating to specific funders
- Report back on finances for funded projects

Governance

- Prepare monthly report for the Finance Committee, with Director
- Schedule board meetings and disseminate board papers, with Chair and Director
- Write and disseminate board minutes

General

- Be proactive about seeking your own training
- Support the organisation as required
- Deputise for the Director in their absence as required



What we're looking for

We're looking to work with someone to consolidate and develop our administrative and financial activity. We're keen to recruit someone who can grow with the organisation, as we look to embark on an ambitious development of the building.

We believe in nurturing people so we're looking more for aptitude and potential than experience.

That said, there are a few things that are essential for us to have immediately.

About You

Essential

You must have/be:

- Experience of budget management
- Use of Excel to prepare budgets
- Ability to read and understand contracts
- Excellent attention to detail
- Collaborative and effective team player
- Ability to work under pressure and observe strict deadlines
- Ability and willingness to learn through doing and manage your own professional development
- Self-motivated
- Trustworthy

Desirable

You may have some of the following experience:

- Financial management
- Drafting contracts
- Fundraising
- Familiarity with Xero or other similar accounting software
- Working in a cultural or community organisation
- Working in a charity
- Working in HR or administration

What we can offer

We're committed to providing support to enable the person recruited to grow with the role. This will include paying for – or contributing to – training and mentoring.

Our Board includes experienced managers and leaders from the business, public and not-for-profit sectors. Our Finance Committee is chaired by Simon Tombs, Managing Director of chartered accountants MHA Monahans.

Details

This is a full-time salaried role. You will work 37.5 hours a week. We are flexible on how and where these hours are worked, though we would expect you to work in the office for at least two days a week.

The salary level is **£22,000 - £26,000**.

To apply

Please send a CV and covering letter. Each document must be no more than two sides A4.

Applications should be sent to info@trowbridgetownhall.com with the subject line 'Application for Office and Finance Manager'.

Your CV should include all qualifications and training, and two references.

Your covering letter should respond directly to the About You section, with examples. You may want to indicate what training, if any, would benefit you.

You must also submit a completed Equal Opportunities form.

If you've any questions in advance of an application, please e-mail david@trowbridgetownhall.com.

Closing date for applications is **17th May (8am)**.

We expect to interview in the week commencing 24th May.