



Head of Finance and Operations

Edinburgh Printmakers is seeking an experienced and committed professional interested in working with an exceptional team to help shape a resilient future. This is a permanent role within our staffing structure.

The Head of Finance and Operations leads on the organisation's finance, operational and risk management systems, working with staff across the organisation to ensure business sustainability and ensure our procedures are fit for purpose and properly implemented in compliance with organisational policy and legislation. This role is the 2nd most senior role in the organisation, reporting to the Chief Executive and deputising as necessary, holding direct responsibility for managing the Finance Officer, EP Spaces Lead and Buildings Supervisor. It plays a key part in maintaining trusted communication with internal and external stakeholders including all staff, artists, members, funders, partner institutions, commercial clients, and contractors.

The Head of Finance and Operations leads on our day-to-day operations, budget and cash management, and long range planning for the organisation. The role acts as advisor to the Chief Executive and Board of Directors and sits on the Senior Leadership Team with the Chief Executive, Head of Studio and Head of Marketing and Engagement.

The ideal candidate will hold senior level Finance and Operations experience with a strong commitment and motivation to work within the charities sector. We are seeking a highly organised individual, attentive to detail, with excellent communication and partnership skills, at ease working independently and collaboratively. Candidates should be interested in printmaking and the visual arts and committed to help formulate a stable business model to widen access to them. All candidates must be fully committed to Edinburgh Printmakers values and as a senior member of our team role model them across their work.

About Edinburgh Printmakers

We are an international organisation with a strong sense of local purpose.

Established in 1967, Edinburgh Printmakers was the first open access print studio in the UK. We are now one of the largest in the world. We play a leading role in connecting studios, workshops, and creative spaces nationally and internationally, enabling high-quality making and social enterprise. As highly skilled printmakers, contemporary art researchers, producers, curators, and educators, we are a key agent in the cultural life of Scotland and its capital city. We receive multi-year funding from Creative Scotland and strategic partnership funding from the City of Edinburgh Council.

Our vision is to help shape a better world through widening access to printmaking and the arts.

Our mission is to support diverse artists and communities to contribute to the cultural life of the nation via world-class facilities, access to national and international networks and exceptional models of support.

We want to play our part in making society a better place for everyone. We reach 30,000 people annually in Scotland and beyond.

We successfully opened a new home in Fountainbridge in 2019, supported by capital investment from the National Lottery Heritage Fund, Creative Scotland, and Historic Environment Scotland. This has enabled us to expand our offer, with new studios and galleries, a dynamic programme of exhibitions, events and courses, spaces to hire, accommodation for visiting artists, an archive, café, and shop. In addition to operating in Edinburgh, we also work across Scotland to support artists and social enterprises through EP Spaces, which repurposes empty shops and office spaces for artists' use as studios.

Past years have seen Edinburgh Printmakers grow with revenue support from funders including Creative Scotland, City of Edinburgh Council, The National Lottery Heritage Fund, Museums Galleries Scotland, Jerwood Foundation, The Turtleton Trust, Association of Independent Museums, Adobe, Vastint, and Cruden Foundation amongst others. All our income contributes to our charitable purpose.

Contractual Details

Reporting to:	Chief Executive Officer
Direct Report:	Finance Officer, EP Spaces Lead, Buildings Supervisor
Location:	Edinburgh Printmakers, Castle Mills, 1 Dundee Street, Edinburgh, EH3 9FP
Working Hours:	37.5 hours a week Occasional travel and weekend/evening work, with time off in lieu
Contract Duration:	Permanent (subject to 6 months probationary period)
Salary Scale:	£45-£50k plus pension contribution
Annual Leave:	33 days, including public holidays

Job Description

Main duties and responsibilities

Financial Management

- Ensure financial systems, controls and policies are fit for purpose and adhered to in accordance with company and charity regulations
- With the Chief Executive, produce annual budgets, quarterly targets and cashflows for the Finance and Risk Committee and Board
- Ensure corporate protocols are in place for budget monitoring, fund collection and the preparation of monthly management accounts and cashflows
- Oversee day to day accounting, cashflow management, banking, and payment functions
- Maintain up to date policies and procedures for approvals and delegated authorities
- Ensure timely and accurate VAT returns are submitted to HMRC
- Ensure timely Museums Galleries and Exhibitions Tax Relief claims
- Lead on the coordination of grant management financial reporting and ensure compliance with funding agreements across the organisation
- Report and discuss performance against budget with the Chief Executive, Senior Leadership Team and other Managers
- Work with the Finance and Risk Committee to agree the annual audit plan and its delivery for Edinburgh Printmakers and its associated Trading Company
- Maintain the risk register working with the Chief Executive
- Support the Finance Officer to prepare the monthly payroll and pension statements
- Oversee the management of organisational contracts and financial commitments including insurance, utilities, and timely payment of artwork sales to artists
- Work collaboratively with staff to meet organisational goals including growing commercial income through increasing sales and extending our opening hours at Castle Mills
- Provide financial modelling for funding applications as required

Operations

- Oversee all aspects of Edinburgh Printmakers office and studio sites including insurances, supplies, equipment, materials, the development of policies and procedures and risk assessments

- Ensure the organisation's administrative and buildings operations are compliant with GDPR, employment and health and safety legislation
- Project manage the tendering of major contracts such as facilities management and environmental controls

Technology

- Manage the IT Consultant who supports the organisation's IT infrastructure
- Oversee day to day systems and network management activities required to meet operational needs

Governance

- Report to and attend Senior Leadership Team meetings
- Report to and attend Board meetings
- Report to and support the Board's Finance and Risk Committee, providing financial reports, risk register and summaries for submission to the Board

Other

- Willingness to attend meetings and events at Castle Mills and other locations across Scotland
- Build and maintain positive relationships with partners and key stakeholders in the community.
- Maintain an up-to-date knowledge on finance issues and good practice in the charity sector, advising the Chief Executive and Board on implications for Edinburgh Printmakers
- Other duties as may arise from time to time which are commensurate with the post

Person Specification

Essential Knowledge and Experience

- Relevant financial/business qualification and minimum five years professional experience
- Knowledge of not-for-profit accounting and regulatory standards
- Knowledge of building operations regulatory standards in the UK
- Experience in identifying and managing risk
- Experience of designing and implementing systems and processes to support compliance and good governance
- Proficiency in Word, Excel, and Xero or a similar accounting platform
- Experience of managing people and a track record of successful relationship building with staff at different levels in organisations
- Experience of collaborating in person with teams on shared objectives and goals

Desirable Knowledge and Experience

- Experience of working with Stripe, WorldPay and Cybertill
- Experience of financial and operational management in an arts or charity setting
- Accounting qualification CSBM, ACA, ACCA, CIMA or CIPFA equivalent

Skills

- Organisational skills include an ability to use physical space, mental capacity, and energy effectively and efficiently to reach desired outcomes
- Proven organisational abilities and the ability to manage competing priorities and meet deadlines under pressure
- Observational skills and active listening skills
- Strong technical, problem solving and analytical skills
- Strong communication and writing skills and the ability to effectively convey information to various internal and external stakeholders
- Excellent teamwork, interpersonal and customer service skills including the ability to work respectfully and inclusively in a diverse team environment
- Ability to establish rapport, trust, and effective professional accountability

Office Location

The role is based at Edinburgh Printmakers' head office in Fountainbridge, Edinburgh.



Commitment to Equality, Diversity, and Inclusion

Edinburgh Printmakers aims to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities, and skills for the organisation. Anyone who meets the requirements of this job is eligible for employment within Edinburgh Printmakers irrespective of age, disability, employment status, gender, health, marital status, sexual preference, membership or non-membership of a trade union, nationality, race, religion, social class, or other non-job relevant personal characteristics.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process as required to reduce any potential barriers faced by applicants and to give them equal access to employment opportunities.

Edinburgh Printmakers will make reasonable adjustments to the office or to working arrangements to accommodate the needs of people with disabilities. Please discuss your access needs with us at any stage in the application. We welcome applications from disabled and ethnically diverse candidates. We also welcome applications from job sharers.

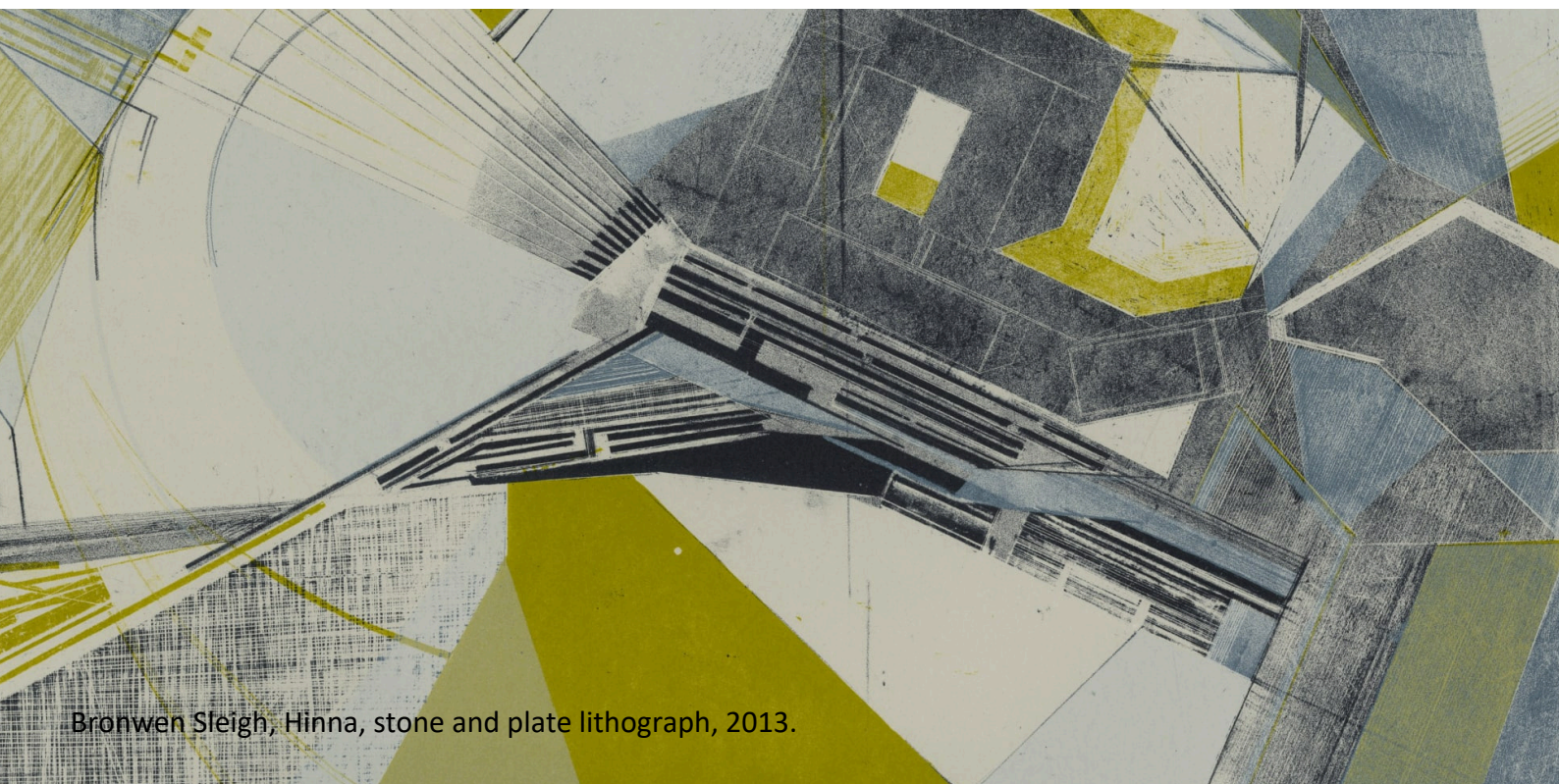
If you need this application pack in a different format or would like to submit your application to us in a different way, e.g. by video or sound file, please contact us on

HR@Edinburghprintmakers.co.uk

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the vacancy.

Training

A training plan will be developed to support this role.



Bronwen Sleight, Hinna, stone and plate lithograph, 2013.

Application Process

Please submit an up to date CV and a 2 page covering letter which sets out clearly how you match the skills and experience required for the role. Please also include our Equal Opportunities Monitoring form included as a separate document with this pack.

Your CV and covering letter will be assessed against the person specification and job description, which is the list of requirements for this post. You should ensure your covering letter addresses each point of the person specification, highlighting the relevant skills and experience you have in each of these areas.

Application deadline: noon Friday 1 August

First interviews will take place Thursday 21 or Friday 22 August

Candidates will be informed whether they have been invited to interview by 5pm on Wednesday 6 August.

Completed applications should be sent by e-mail to: HR@edinburghprintmakers.co.uk with the job title in the subject line.

If you would like to discuss the role, please contact Janet Archer, Chief Executive
janet.archer@edinburghprintmakers.co.uk

