



April 2021

Dear Applicant

FINANCE AND ADMINISTRATION MANAGER

Thank you for your interest in the above post.

In this document you will find some background information about Wells Maltings, a job description and person specification, and an outline of the terms and conditions. We hope you find them interesting and informative.

To ensure fairness in the application process, we use a standard application form which is downloaded from wellsmaltings.org.uk/jobs. If you wish to apply, please complete the application form, in full. Pay particular attention to the person specification and job description, and use the section on page 1 to set out your suitability.

We ask also that you complete our online equal opportunities monitoring form. This information is completely anonymous and purely for monitoring purposes, and not part of the selection process. The link to the online form is on the last page of the application form. There is no obligation to do this, but it does help us.

Selection for interview will be made based on your application and how you demonstrate to us the evidence of how you meet our criteria. Don't just tell us that you are a match - give us examples. Share your achievements. It's your chance to impress us.

If you wish to have an informal conversation with me regarding any aspects of the role, please contact me direct simon@wellsmaltings.org.uk to arrange a time to talk. Please note that this is NOT part of the application process, and conversations will be limited to the role and the organisation rather than your suitability. Please be aware that the Maltings building is closed to the public until 17 May.

CLOSING DATE FOR APPLICATIONS 12 NOON, WEDNESDAY 5 MAY 2021.

Applications will **only** be accepted electronically, in the form of the **completed application form ONLY**, in Word or PDF form, to applications@wellsmaltings.org.uk. Interviews will be held online using Zoom in the week of either 9 or 16 May 2021. Please do NOT include additional materials such as separate CVs, as these will not be considered. We won't acknowledge receipt unless you ask us to.

Thank you for your interest.

A handwritten signature in black ink, appearing to read 'Simon Daykin', with a large loop at the start and a wavy line extending to the right.

Simon Daykin
Director
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Wells Maltings Trust, Staithe Street, Wells-next-the-Sea, Norfolk, NR23 1AN
01328 711378 www.wellsmaltings.org.uk
A company limited by guarantee in England and Wales no 07279065
Registered charity no 1139767
Honorary Patrons The Countess of Leicester; Mr Rupert Everett
Chair Tim Allan Director Simon Daykin

Background Information



Wells-next-the-Sea is a small town and harbour at the centre of the North Norfolk coast. It is a popular seaside resort with a huge sandy beach as well as a picturesque old town and saltmarsh coast which is a magnet for artists, birdwatchers and nature lovers. Being an hour from Norwich, 2 hours from Cambridge and 3 hours from London it attracts both day trippers and longer stay visitors. Tourism sustains a great variety of independent shops and eateries and the town is often voted one of the favourite coastal resorts in England.



The Maltings is at the heart of the town and was a 19th century maltings complete with malting floors and a drying kiln. Malting ceased in the early part of the 20th century and after a period as a builder's store it has been in community use for the last 40 years. Management of the site was taken over by the Wells Maltings Trust in 2010 on a 99 year lease from North Norfolk District Council.

The Trust's vision for the Complex was for the conversion of the Grade II listed Maltings and immediate surroundings, including the separate Sackhouse, into a viable and self sustaining all year round destination for both locals and tourists, by creating a cultural heart at the centre of the community. The idea was to provide a new Heritage Centre alongside Arts, Community and Enterprise facilities, providing space for a new and improved theatre/cinema and gallery space together with some office space and meeting rooms, a tourist information centre and café.

After five years of fundraising and the success of the conversion of the Sackhouse into seven office units, the Maltings closed for redevelopment at the end of 2015. Building work on site commenced in early 2017, completing in late May 2018.



After a series of soft opening events from July, the completed Maltings complex formally opened in September 2018. It comprises:

- A 134 seat theatre/cinema
- An interactive Heritage Centre
- The Visitor Information Centre for Wells, incorporating box office and retail area
- A busy café and bar, catering for around 60 covers, plus functions in other spaces
- The Clore Community Studio - a large room for workshops, learning and community activity and for hire
- The Handa Gallery - a light and airy exhibition space, for art and installations
- The Kiln Room - used for community activity, recitals, meetings and functions
- Office and ancillary space
- The Sackhouse - small business units and community space

A full programme of events for locals and visitors alike strive to make the venue artistically vibrant and financially sustainable. Approximately 40% of the programme comprises cinema screenings, including the highly popular *Live By Satellite* events from National Theatre, Metropolitan Opera and others. The remainder comprises live drama from local, national and international touring companies, including our growing relationship with fEAST Theatre; popular music; classical music (taking advantage of the high acoustic qualities of our Kiln Room); family events, talks and community events. The Heritage Centre features a mix of professionally sourced interpretation and community created content. Audiences responses so far have been very positive, with around 70,000 visits to the centre and audience figures of well over 25,000 since opening, and a full programme of outreach activities with young people in the community and local schools.



The core staff team is led by director and CEO Simon Daykin. All staff have joined the organisation in the last two years to drive plans and programmes at this early stage of the Maltings's development. As a charity, Wells Maltings Trust has a board of non-executive trustees, chaired by Tim Allan, who work with Simon to guide strategic progress. The Maltings also has a long heritage of volunteer support, with over 40 volunteers engaged across a range of areas and activities.

The Coronavirus pandemic has put the business under severe strain, although full reopening is now scheduled for mid May 2021. 90% of staff have been placed on furlough leave during closures, but at the time of writing are gradually making the return to work. We are fortunate to have been successful in securing emergency grants from government through Arts Council England and North Norfolk District Council respectively, as well as donations from our supporters.

Nevertheless, emergency funding will only sustain us during our transition to full opening in summer 2021, and we will need to rely on renewed levels of income from returning customers and audiences. Audiences were very supportive as operations resumed after the first lockdown in summer 2020, and we are confident that we can inspire and excite visitors and local community alike with our programmes from May 2021. It will be a challenging time, but with the support and goodwill of our community and customers, we will thrive once more.



photography by Sarah Toon

Wells Maltings Trust
April 2021

Job description and person specification

Finance and Administration Manager

Job particulars

Place of work: Wells Maltings, Staithe Street, Wells-next-the-Sea, NR23 1AN

Contract: Full time, salaried (subject to probation)

Reports to: Director

Direct reports: Administrator

Hours: 37 hours per week (full time)

Holidays: 28 days per year (inc bank holidays).

Salary: in the region of £26,000 per annum, depending on experience

Pension: You will be enrolled in the government's National Employment Savings Trust (NEST) pension, or the Trust will contribute an equivalent amount to your personal pension.

Flexibility: Wells Maltings Trust aims to be supportive of family and other external and commitments, and will agree a regular pattern of working hours that accommodates the post holder's personal circumstances whilst delivering the needs of the business. Limited home working can be supported.

Purpose of the job

The Finance and Administration Manager is responsible for ensuring the smooth, accurate and efficient planning and execution of financial and admin management information systems that support the business and operational needs. Working closely with the Director and acting as their deputy, the postholder will provide an efficient and effective hub that adds value to the internal and external operation of the charity's affairs.

Objectives

- Maintain accurate and compliant financial records and provide periodic management information and analysis for the Director and trustees
- Develop, implement and maintain reliable, workable, cost-effective and efficient finance and admin systems, practices and procedures that benefit the Trust and its operations
- Support the organisation's output as an aspiring leader in cultural and community programmes
- Act as member of the senior management team and deputise for the Director as required

Main tasks

Finance

- Keep detailed and accurate financial records for the Trust's operations, using Sage software packages and Microsoft Office based software (primarily Excel)
- Manage cash and bank deposits for all areas of the Trust's operations
- Carry out regular bank and other account reconciliations
- Prepare creditor, salary and other payments through the Trust's online banking facilities
- Provide regular financial reports and analysis to the Director and Treasurer (trustee position), including monthly income and expenditure accounts, budget analysis, balance sheet and debtor/creditor schedules
- Contribute to forecasts for cashflow and budgetary management
- Operate staff monthly payroll and provide real-time returns information to HMRC
- Prepare periodic Gift Aid claims
- Prepare regular VAT returns using the Sage 50 accounts software
- Contribute to periodic monitoring returns as required by funders and other stakeholders
- Work with management colleagues in the operation and interrogation of EPOS systems for trading activity, and assist in analysis of key ratios, stock management, pricing and wastage
- Preparation of year end audit files and liaison with auditors and dealing with queries (with the Director) relating to annual accounts

Administration

- Maintain, monitor and improve administrative systems and record keeping across the range of Maltings activities
- Manage workflows for and with the Administrator and volunteer admin workers
- Manage workflows for our external ICT support contractor in relation to problem rectification, service improvements and new installations
- Liaise with external contractors and suppliers to office and administrative functions
- Act as a liaison point for Sackhouse tenancy issues and requirements
- Support office based record keeping and data management in line with policy
- Present a professional and high quality service to internal and external stakeholders

Management and leadership

- Line manage the Administrator, and support and empower them in their responsibility for office operations and systems, advising on any systems required and overseeing establishment, implementation and improvement
- Act as deputy to the Director as required
- Supervise and support volunteers working in administrative roles, and champion and promote the value of volunteering within the organisation generally

Support and logistics

- Provide secretariat support for the Director and board of trustees as required, including minute taking at key meetings, record keeping and diary management.
- Offer occasional support as duty manager for the Maltings premises on a rota basis
- Offer occasional event logistics support

- Support the administrative requirements of the Wells Visitor Information Centre (VIC) as required
- Work closely with other staff and volunteers in delivering the Trust's strategic aims in an efficient and cost effective manner

General

- Observe and promote the Trust's policies and procedures
- Act as an advocate and ambassador for the Trust at all times
- Be prepared for occasional evening and weekend working, in line with business need
- Perform any other duties commensurate with the post as the Director shall from time to time determine

Finance and Administration Manager

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ○ Good standard of formal education, to A level/NVQ level 3 or equivalent and including English and Maths at GCSE/level 2 ○ AAT/ICB level 3 (or equivalent) 	<ul style="list-style-type: none"> ○ Higher education qualification at level 4+ ○ AAT/ICB level 4 (or equivalent)
Experience	<ul style="list-style-type: none"> ○ Minimum 2 year's experience of financial record keeping and accounts management ○ Minimum 2 years' experience of administration and office practice ○ Practical experience of ICT systems for administration (Windows based systems) and finance 	<ul style="list-style-type: none"> ○ Practical and proven experience in the management of administrative and office practice ○ Responsibility for computerised book keeping in a small office environment ○ Experience of managing small payroll operations ○ Work in the charity and/or cultural sector
Knowledge	<ul style="list-style-type: none"> ○ Up to date knowledge of ICT systems in an office environment ○ Specific knowledge of Sage accounting software ○ Knowledge of Excel as a tool for both presentation and analysis ○ Knowledge of financial record keeping requirements and practices for charities 	<ul style="list-style-type: none"> ○ Knowledge of Maltings programmes and activities ○ Knowledge of scheduling tools and EPOS systems
Skills and personal qualities	<ul style="list-style-type: none"> ○ Highly organised ○ Accuracy and meticulous attention to detail ○ Focused on managing multiple priorities ○ Ability to work with a wide range of people ○ Ability to inspire efficient working practice amongst others ○ Team player ○ Commitment to the aims of the Maltings and its values ○ Good communication skills - written and verbal ○ A 'completer-finisher' 	<ul style="list-style-type: none"> ○ Flexibility and adaptability