

**BIG
BURNS
SUPPER**



**Finance & Resources Manager
Recruitment Pack**

We are seeking a part-time Finance Manager to manage our financial transactions accross a range of business projects as well as acting as our company secretary.

Big Burns Supper is the trading name of our co-operative which oversees the delivery of several major projects including Big Burns Supper Festival which runs in January, Le Haggis, Dumfries Community Choir, Producers of the Future, Dumfries Carnival and a range of other social projects that help us achieve our purpose.

We would love to hear from you!

Rachael MacDougall
Chair of the Board



Our story is pretty remarkable. We are an independent cultural organisation that was set up by our community in 2011 to bring culture to our town. Over the last 12 years, we have helped develop a renewed focus of arts and culture in South Scotland, playing a critical role in the development of our position, our profile and our place. But most of all, we made our community stronger and more connected.

What makes us unique is we are a social co-operative, and we exist because our members make monthly donations or contribute time to help us achieve our purpose. We have over 750 members who are local people who support our ambitious vision for arts and culture in Dumfries. This makes us one of the biggest community arts organisations in the UK, and we are continuing to grow.



Social capital, connection and community wealth is at the heart of everything we do. We exist to provide people with experiences that help them connect with their wider community.

We are a very unique social co-operative made up of a wide range of different members of our community who all contribute something positive to our grass roots organisation. Some of our members commit their time and energy, whilst others make a monthly donation which supports our running costs.

Over the last 12 years, we have grown our membership body significantly, bringing some of the biggest names to Dumfries & Galloway through our annual festival in January as well as growing our cultural and social programmes that benefit members of our community year-round.



Our Values

We give people a chance

We are prepared to take risks

We are ambitious about the quality of our programmes

We are in love with our audience

We are collaborative and help each other

Big Burns Supper is an independent curator and presenter of performance and community arts. Our three cornerstones are

- We raise the profile of our place within UK, Europe and internationally.
- We create culture that offers our audiences and participants an experience they will never forget, and as a means for social connection.
- Our organisation continues to thrive, and we deliver a balanced portfolio of projects that are sustainable into the future.





Principle Duties

- Act as Company Secretary to Companies House, OSCR, HMRC and as secretary to the board of trustees and members of our non-profit organisation.
- Set the budget and quarterly forecasting with CEO and present this to trustees and members with narrative and financial analysis at regular intervals.
- Manage our end of month financial processes, including time sheets, payroll, gift aid claims, VAT filing and monthly reconciliation of income and expenditure and comparisons against budget.
- Manage all participatory and attendance data, including in-kind donations for stakeholders.
- Manage our end of year process by co-ordinating independent examination, organising the Annual General Meeting, preparing the Annual Report, and leading on governance and transparency.
- Act as a keyholder



About you

You will have some degree of digital fluency.

Capable of working autonomously in a fast-paced multi-project business.

Experience of financial or project management in a similar role like the third sector

Capable of reporting to a wide range of different partners about our financial position

Experience of Xero, FreeAgent or other automated book-keeping systems an advantage.

Experience of working for a non-profit organisation and reporting to a board of directors and third party stakeholders in the public sector.

Managing our end of month processes

Weekly reconciliation of our income and expenditure

Monthly settlement for promoters

Monthly VAT returns.

Monthly Gift Aid claims

Monthly membership reconciliation through our payment system Answer all supplier enquiries.

Monthly profit and loss statement

Monthly budget comparisons

Monthly membership reconciliation through our payment system.

Payroll

Approving timesheets for casual events staff

Monthly payroll for salaried and casual staff

Onboarding new starters onto our payroll system

Managing the annual holiday entitlement

Managing staff absence management

Providing staff with payroll reports like payslips, P60's and P45's



Act as Company Secretary to Companies House, OSCR, HMRC and as secretary to the board of trustees and members of our non-profit organisation.

Providing a quarterly governance update in board papers

Minute board meetings.

Completion of confirmation statements and annual reports

Ensuring all documentation is transparent and displayed on our website

Set the budget and quarterly forecasting with CEO and present this to trustees and members with narrative and financial analysis at regular intervals.

Financial forecasting with our CEO

Financial narratives about changes against forecasts for board papers

Financial narratives for funding applications

Manage all participatory and attendance data, including in-kind donations which are used internally and for external stakeholders as a measurement of the benefit we provide.

Ensuring all participant quantitative data is being recorded

Ensuring all equalities information is being updated

Providing quarterly reports about this for internal and external use.

Recording all in-kind resource

Manage our end of year process

Updating the website with all governance updates. Producing the Annual Report

Overseeing the completion of our Annual Report and independent examination

Overseeing the planning and delivery of our Annual General Meeting with the Board Duties as required by our accountants.

Terms

Reporting to: CEO

Hours per week: 18

Rate of pay: £14 per hour

Probation period: 6 months

Benefits: 7 weeks holiday (includes public holiday entitlement), free ticket to shows and events, pension, and company development programme

Working: Flexibility is welcomed as is home working except during peak event periods (*Dec & Jan*)

To Apply

Please send a CV and a covering letter outlining how you meet the role specification by 29th March at 5pm to graham@bigburnssupper.com

Interviews

Held end March

Post Starts

1st May

(2013) Carnival





Our portfolio

LE HAGGIS

ELECTRIC
THEATRE

WORKSHOP

Queer Flaggis

DUMFRIES

YOUTH
THEATRE

PRODUCERS
OF THE FUTURE

HIGH
TEA

A VINTAGE
EXPERIENCE

DUMFRIES

COMMUNITY
CHOIR