

# CASTLEFIELD GALLERY

FINANCE & RESOURCES  
COORDINATOR

RECRUITMENT PACK



## TERMS AND CONDITIONS

**Salary:** £22,672 (pro rata on 0.4/2 days, £9,068.80. Salaries subject to review for 2% increase in 2023/24)

**Hours:** 0.4/2 days (16 hours based on 40 hr week). Potential for growth subject to review.

**Office hours are 10am-6pm**

**Contract:** Permanent, (0.4/2 days part of a Full Time role - job share)

**Probation:** 3 months

**Location:** Castlefield Gallery, 2 Hewitt Street, Manchester, M15 4GB

**Working arrangements:** The post-holder will be expected to form part of a weekend rota, at times required to work during gallery weekend hours. Occasional evening work.

**Report to:** Director & Artistic Director

**Holidays:** 28 days (pro rata on 0.4/2 days, 11 days) plus pro rata Bank Holiday Allowance

**Closing date for applications:** 12pm (midday), 23 June 2023

**Interviews:** between 9.30am – 6pm, Mon 3 July 2023 (Manchester City Centre)

## ABOUT CASTLEFIELD GALLERY

Castlefield Gallery supports artists and creatives to make new art and sustain their careers. We are a contemporary art gallery and artist development organisation. Established by artists in 1984, our vision is to be one of the leading UK organisations for artists' development, building a compelling case for supporting artists - their work, their careers, and at every level.

We work with hundreds of artists every year, providing practice, career development, exhibition, and commission opportunities to those at all career stages, and from a diversity of backgrounds. We support more than 300 [Castlefield Gallery Associates](#) and a host of other creatives through person-centred development programmes. [Castlefield Gallery New Art Spaces](#) provide affordable making and project space in the North West of England, including on the high street.

We invest in and develop creative skills whilst facilitating national and international connection for creatives in Manchester, Greater Manchester, and the North West. Our national and international activities focus on artist exchange. We believe the North is a place for artists to live and work, a place from where they can carve out successful national and international careers.

Castlefield Gallery's public and participation programmes provoke new ways of thinking, bringing together artists, creatives, communities, and audiences to explore the art and issues of our time. We believe that when artists and communities come together, they can help shape a better world.

Working from our galleries in Manchester city centre, off-site, online and in the public realm, we create long-lasting impacts in our city region, North West and beyond. We are a home for artists and creatives. We are advocates for what we believe in. We believe in the power of new art and the essential role of artists in society.

Castlefield Gallery is a registered charity, supported by Arts Council England and Manchester City Council. Our Artist Patron is the celebrated Ryan Gander, OBE.

[castlefieldgallery.co.uk](http://castlefieldgallery.co.uk)

## CASTLEFIELD GALLERY'S ETHOS AND COMMITMENTS

We are female-led. We are taking active steps to be genuinely representative of the communities we serve, and to address the imbalances we see in the sector, particularly in relation to gender, age, race and ethnicity, sexuality, disability, and socio-economic background. We are deeply committed to social justice and work with those with lived experience of all forms of displacement.

We work on an ongoing basis with an Artist Environmental Sustainability Lead. Environmental Sustainability sits at the heart of our work and our commitment to action on climate change and justice is of vital importance to the charity. We are members of Manchester Arts Sustainability Team (MAST), signed up to the Creative Climate Coalition, Emissions Reduction Pledge, Fossil Free Pledge and are Carbon Literacy trained.

We place great importance on delivering through dynamic partnerships. As a charity and publicly funded organisation Castlefield Gallery provides leadership and thought leadership in ranging civic, community and sector specific contexts. We deliver wider and sector leadership roles, including through our contribution to the Contemporary Visual Arts Network (CVAN); our Director & Artistic Director is Co-Chair & Director of the CVAN North West.

Everything we do is about support. We are a purpose-led charity, value-led and accountable to our artists, communities, audiences, and funders. Our values are to be bold, brave, to empathise, be knowledgeable, playful and to put artists first.



## JOB SUMMARY AND DESCRIPTION

We are looking for a Finance & Resources Coordinator! Join Castlefield Gallery and work with us as we journey to 2024 when we'll mark 40 years of supporting artists and making new art happen.

### ABOUT THE ROLE

The Finance & Resources Coordinator's primary responsibility is to support the charity's work by ensuring our organisation's finances run seamlessly and that we maximise and develop our resources. In doing so, the post-holder will contribute greatly to our on-going sustainability.

The post-holder will be responsible to the Castlefield Gallery Director & Artistic Director, working closely with them and the current Finance & Resources Coordinator. The advertised position will work alongside this role, which currently works at 0.6 / 3 days per week (24 hours), growing the overall capacity of the shared role to full-time.

The post-holder will work from Castlefield Gallery's Manchester city centre offices and galleries, with some scope for flexible hours and home working. The post-holder will be expected to form part of a weekend rota, at times required to work during gallery weekend opening hours. Occasional evening work is also required.

This role is an exciting opportunity to work with Castlefield Gallery as we approach a significant anniversary and embark on a new business cycle, having recently secured renewed funding from Arts Council England and Manchester City Council to 2025/26 inclusive.

## WHO ARE WE LOOKING FOR?

You will be good with figures and comfortable working with financial or equivalent systems and procedures. You will ideally have a broad experience of financial and resource administration and coordination. Experience working with Quickbooks Online accounting software is desirable, however, training can be provided. Proactivity, an openness to learn and a can-do attitude are essential. You will be a highly organised and motivated individual, an enthusiastic self-starter and finisher. You will be happy working collaboratively and independently, being comfortable applying your own initiative to achieve positive results. You will be able to identify challenges and generate creative solutions. You will need to work to deadlines and manage a busy workload whilst having an eye for detail. You will be a considerate and effective communicator.

As a small team, all staff must share a passion for Castlefield Gallery's work and purpose, supporting each other to aim high in achieving our goals as a small-scale contemporary gallery, artist development organisation, and charity. Our values and commitments will align with your own and you will be motivated by the opportunity to work within a rewarding team environment. You will be committed to the principles of equality, diversity, inclusion, and equity.

## MAIN RESPONSIBILITIES

### BUDGETING AND REPORTING

- Work with the Director & Artistic Director to set up annual budget & cash-flow forecasts
- Generate quarterly budget and cash-flow updates using Quickbooks online
- Run income and expenditure reports from Quickbooks as required, to support monitoring of specific projects and activities

### FINANCIAL CONTROL AND ADMINISTRATION

- Work with the Director & Artistic Director to review and ensure compliance with company Financial Policy and Procedures as required
- Manage all bank and equivalent accounts and act as a signatory
- Maintain accurate financial records and all related paperwork
- Work with the Director & Artistic Director to refresh and communicate annual budget codes to staff
- Support staff to accurately use budget codes
- Provide financial data to, and liaise closely with the Director & Artistic Director and company's accountants in the preparation of financial statements
- Liaise with Castlefield Gallery accountants and Board of Directors & Trustees as required

### FINANCIAL PROCESSING & PAYROLL

- Raise invoices, advice notes and equivalent requests for payments
- Track all unpaid invoices and equivalent payments due, ensuring they are paid on time and/or recovered
- Process all BACS and other related payments due from the company eg. to suppliers and other payees, ensuring these are aligned to payment terms
- Make all bank deposits eg. cheques or cash received
- Manage premises petty cash
- Utilise Quickbooks Online, (training can be provided), for all bookkeeping tasks, ensuring timely logging of financial transactions and reconciliation of accounts
- Submit VAT returns through Quickbooks Online using HMRC's Making Tax Digital portal
- Liaise with external payroll provider, and Director & Artistic Director, to deliver monthly payroll (circa 7 employees), as well as related monthly and annual activities eg. PAYE, pensions, P45s
- Support administration of NEST pension scheme

## RESOURCE DEVELOPMENT

- Monitor donations activity, share related data and information, working collaboratively with other team members in developing resource
- Along with the Director & Artistic Director, other team members as relevant, be a key point of contact for donors
- Support fundraising activity and administration
- Working with other members of the team as relevant, undertake resource development activities, including driving efficiency eg. from improving sales platforms, processes and donations systems, to implementing Gift Aid or preparing submissions for Museums & Galleries Tax Relief
- Undertake any other financial and administrative duties as may be required by the organisation
- Occasionally undertake IT administration tasks, acting as a key contact for associated external providers

## GENERAL AND APPLICABLE TO ALL ROLES

- Promote and support equality, diversity, inclusion, equity across all work activities
- Operate within company policies, plans and procedures
- Maintain high standards in relation to role-related activities
- Attend meetings as required and contribute to the smooth running of the overall organisation
- Support and engage in evaluation and company planning processes as required
- Work as a collaborative and effective member of the Castlefield Gallery team, including by: being part of the office and weekend rota; occasionally supporting front of house activities; along with all staff, being responsible as a key-holder for the main premises; ensuring the safety and security of the gallery and its contents
- Work as part of the team in being collectively responsible for the upkeep of the gallery, keeping the public and back of house areas safe, clean and tidy

## WORK COLLABORATIVELY

- Work collaboratively with the role's Finance & Resources Coordinator job share, Castlefield Gallery Director & Artistic Director, Curator & Deputy Director
- Work collaboratively with all staff to support effective financial co-ordination and administration of programmes, company activities and wider operational needs
- Work collaboratively to support placements and volunteers
- Be proactive in advocating for Castlefield Gallery's work and maintain high standards in representing the gallery in all forms of communication
- Liaise effectively with Castlefield Gallery key stakeholders

This job description cannot be considered exhaustive. Other duties will be determined by circumstances, and as and when required.

## PERSON SPECIFICATION

### ESSENTIAL

- Grade A-C in GCSE Maths and English or equivalent, with excellent numerical skills
- Experience of working in a similar role
- Excellent administrative and organisational skills
- Able to work independently, under own initiative, managing own time, multi-tasking to prioritise a busy workload whilst working to high standards and deadlines
- An eye for detail, with the ability to accurately handle data, record and report information using word processing and spreadsheet applications
- Strong IT and digital skills with a willingness to learn and apply new programmes
- Ability to adapt to change, enthusiastic about learning and driving ongoing improvement
- Adept at spotting areas for development, with a can-do attitude to finding creative solutions
- Reliable, trustworthy, accountable and used to dealing with confidential matters
- Excellent interpersonal skills, able to communicate clearly and effectively with a wide range of people, verbally and in writing
- Active desire to be an integral part of a team, enjoying responsibilities of collaborative working, and fostering positive working relationships
- Commitment to equity, equality, diversity, and inclusion
- Commitment to environmental sustainability
- Commitment to the purpose, mission, vision and values of the charity
- Willingness to adhere to gallery policies and procedures, supporting others to do the same
- Willingness to work some weekend days as part of a staff rota, and occasional evenings

### DESIRABLE

- Two years or more experience of bookkeeping and finance procedures commensurate with the job description
- Experience of Quickbooks Online accounting or equivalent systems
- Experience of fundraising and/or resource development
- Knowledge of the workings of a charity

## HOW TO APPLY

Closing date for applications: 12pm (midday), 23 June 2023  
Late applications will not be considered.

### APPLICATIONS SHOULD CONSIST OF

#### 1) A covering letter (no more than 2 sides of A4), stating:

- Why you are interested in the Finance & Resources Coordinator role
- How you meet the person specification – what qualities and experience you will bring to the role if appointed and how you will deliver the role as outlined in the job description
- Why you are interested in working at Castlefield Gallery

#### 2) An up-to-date CV, that includes:

- Your personal information, including how to contact you by phone
- Detail of any relevant qualifications and/or training
- Your employment history (including role titles, start and end dates, duties, reasons for leaving)
- Names and contact details of at least two referees, one of whom should be your current or most recent employer

#### Please send your application to:

recruitment[at]castlefieldgallery.co.uk with Finance & Resources Coordinator in the subject line.

#### Or send your application by post to:

Recruitment, Castlefield Gallery, 2 Hewitt Street, Manchester M15 4GB, U.K.  
We are aware that not everyone has internet access and access to IT equipment at home and will take steps to make sure that this is not a barrier to applicants. We aim to remove any barriers, bias or discrimination that prevents individuals or groups from realising their potential and to develop organisational cultures that positively value diversity.

### INTERVIEWS

Between 9.30am – 6pm, Mon 3 July 2023 (at Castlefield Gallery, 2 Hewitt Street, Manchester, M15 4GB)  
Reasonable expenses are available.

Our main premises are accessible but please let us know if we can make any adjustments to make your interview as comfortable as possible, and effectively support you through the application and interview process.

If you have access needs and wish to discuss these in relation to the application, interview, or the role more broadly, please contact:

**recruitment[at]castlefieldgallery.co.uk with 'Finance & Resources Coordinator' in the subject line**

**or phone 0161 832 8034 and ask for Ryan French**

### START DATE

As soon as possible after appointment is confirmed, to commence induction and handover.

**Please note:** if we have not contacted you by 6pm on Tuesday 27 June 2023, we thank you for your application but we are sorry, you will not have been selected for an interview on this occasion. Due to our capacity as a small-scale organisation, we are unable to commit to providing feedback to applicants that do not progress to the interview stage.

**We also encourage you to complete our Equality Monitoring Questionnaire which can be found [HERE](#)**

This questionnaire should remain anonymous. Please do not enter your name anywhere on the form. The form and data inputted will be treated in confidence and used for statistical monitoring purposes only and will not be seen by the panel of decision makers. Our aim is for Castlefield Gallery to reflect the communities of the city of Manchester and the city region. We collect demographic information so we can understand more about who our opportunities reach and improve future recruitment processes.

### EQUALITY & DIVERSITY, INCLUSION & EQUITY

We are also a female-led organisation, one that strives to be genuinely representative of the communities we serve. We actively set out to address the imbalances we see in our sector and beyond. We recognise that groups and individuals in society are disadvantaged due to discrimination directed against them by both direct and indirect discrimination.

Castlefield Gallery is committed to equality of opportunity, and applications from individuals are encouraged regardless of race, disability, sex, gender, gender identity, sexual orientation, age, religion or belief, marriage and civil partnership, pregnancy and maternity, caring responsibilities, or trade union activity. Castlefield Gallery's Equality Policy is underpinned by the Equality Act (2010) which provides a legal framework to protect people from discrimination, harassment and victimisation in the workplace and wider society. We are a purpose-led charity that exists to generate a positive impact in our sector and in our communities.

**Thank you for your interest in Castlefield Gallery!**

Tel: 0161 832 8034

Please note office hours are Tuesday – Friday, 10am-6pm.

Please allow for up to 3 working days for responses to all communications.

castlefieldgallery.co.uk

@castlefieldgall