

LUX
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Dear Applicant,

RECRUITMENT PACK: LUX HEAD FINANCE AND OPERATIONS

Thank you for your interest in the post of Head of Finance and Operations at LUX. You will find the information you need in this pack for you to be able to apply. It includes the following:

- Job Description
- Person Specification

To apply, please send the following items in a single email addressed to job@lux.org.uk using the subject line: **LUX HEAD OF FINANCE AND OPERATIONS/ YOUR NAME**. Application materials must be submitted in a single PDF document plus separate Equal Opportunities Form and be received no later than end of day (5pm) on **6th March 2023**. Any applications received after this time will not be considered.

- A covering letter – stating why you wish to apply and outlining your relevant skills and experience for this role with reference to the job description and person specification below. Please read this pack carefully before applying and please limit your response to no more than 2 sides of A4.
- A CV – detailing your relevant educational and professional experience.
- A completed Equal Opportunities Monitoring Form (attached separately to your application but in the same email)

If you have any particular access needs or need any help applying or questions that are not answered in this recruitment pack then please contact us at job@lux.org.uk

Interviews will take place at LUX in London or online on **Tuesday 14th March 2023**

INTRODUCTION

LUX is a public arts organisation that supports and promotes visual artists working with the moving image. Based in London and Glasgow, it delivers a range of activities including exhibitions, screenings, educational projects, commissioning and research. It also manages Europe's largest collection of films and videos made by artists and distributes them to museums, galleries and festivals around the world.

We are looking for a committed and entrepreneurial individual who is looking for an exciting new challenge supporting the work of LUX and making a significant contribution to supporting artists and advocating for artists' moving image in the UK. LUX is a small friendly organisation and this position is based in our building in Waterlow Park, Highgate, North London, a beautiful location in a public park with its own gardens, with LUX Scotland based in Glasgow, Scotland.

You do not have to have prior experience of working with artists' moving image but you need to be passionate about contemporary visual arts and the value of the public arts sector. Working alongside the LUX Director this is a unique opportunity to set the strategic and operational direction of the organisation as it enters its 20th year. You will need excellent interpersonal skills and an ability to communicate and negotiate with a wide range of people. You will have lead responsibility for overseeing the financial and operational aspects of the organisation, so you should be a strategic thinker, good with figures, with great organisational and analytical skills and attention to detail. You will need an ability to think on your feet and stay calm in a busy environment, and further training will be provided for the right person. LUX is a charity and not-for-profit organisation which was originally founded as an artists-run co-operative, although we are no longer a co-operative the values of equity, equality and democracy are key to all of LUX's work and we expect everyone who works here to share and promote those values.

The visual arts sector in the UK currently does not reflect the communities in which it works. LUX is committed to addressing this through all aspects of its work and we particularly welcome applications for this position from individuals from Black and other global majority backgrounds, from low income backgrounds and disabled people.

JOB DESCRIPTION

LUX HEAD OF FINANCE & OPERATIONS

Days: 4 days a week. Tuesday to Friday 10am-6pm – with some evening and weekend work with time off in lieu.

Salary: £35-40,000 PRO RATA (0.8)

Holidays: 25 days per year plus statutory holidays (5 compulsory days (pro rata) must be taken during the office closure at Christmas) with an increase of 1 day per year worked up to a maximum of 30 days.

Contract: Permanent, with 6 month probationary period

Responsible to: LUX Director

Responsible for: Officer Manager

Working with: bookkeeper and accountant

Based at: LUX, Waterlow Park Centre, Waterlow Park, Dartmouth Park Hill, London, N19 5JF (we are constantly reviewing the situation around home working in relation to Covid-19 and staff safety but this position will require working from the office in London).

RESPONSIBILITIES

The Head of Finance and Operations has specific responsibility for operational and financial management of LUX.

TERMS AND CONDITIONS

The above details and the job description for the position of Head of Finance and Operations are a guide to the nature of the work required. They are not wholly comprehensive or restrictive and do not form part of the contract of employment.

DUTIES

Finance

- Managing and monitoring LUX annual budget and individual project budgets with relevant staff.
- Overseeing all accounting tasks carried out by the Bookkeeper and accountant, ensuring financial control procedures are followed.
- Oversee the production of quarterly accounts and cash flow forecasts by the accountant.
- Submit quarterly VAT returns.
- Assisting with the preparation of LUX's annual audited accounts in collaboration with auditors.

- Ensure the audited accounts online submission with OSCR (Scotland) and the Charities Commission (England and Wales)
- Overseeing the preparation of monthly payroll and ensuring all statutory employer responsibilities are met.

Fundraising and Management of Funds

- Working with the Director on the development of fundraising strategy to support LUX programme and collection.
- Contribute to the writing of funding applications alongside other staff and Director
- Supporting the Director in the management of the relationship with Arts Council, England, and ensuring all NPO funding requirements and deadlines are met
- Monitor and oversee reporting on projects.

General Management, Governance & Compliance

- Supporting the Director in updating of the Business Plan and risk management
- Supporting LUX Scotland on operation and finance management.
- Reporting regularly to and preparing papers for the organisation's Board of Trustees and board committees.
- Acting as Company Secretary, ensuring all the legal responsibilities of the organisation are met with regard to charity, company, health and safety, equal opportunities, data protection and anti-discrimination laws.
- Line management of Office Manager.

Administration, HR and Building Management

- Responsibility for Human Resources, including recruitment of staff and interns, training, and updating of policies & procedures
- Ensuring compliance with employment and company policies
- Managing personnel processes including employment contracts, appraisals, annual leave and sickness systems.
- Responsible for Building Management and Operations, including maintenance, Health & Safety, IT and ensuring that all appropriate insurances are in place
- Overseeing all administrative systems and ensuring that the offices runs efficiently and effectively

PERSON SPECIFICATION

ESSENTIAL

- Experience of working in the public arts/ charity sector
- Experience of financial management, including setting, monitoring and controlling annual budget and project budgets, accounting for restricted funds, understanding

management accounts, liaising with external accountant on year-end accounts and audit, risk management

- Proficient in excel and accounting software (LUX uses Xero)
- Understanding of bookkeeping, including understanding of managing sales and purchase ledgers and reconciling monthly bank accounts
- Knowledge and understanding of Payroll and VAT (additional training available)
- Excellent attention to detail
- Pro-active, independent and a skilled problem-solver
- Able to manage multiple priorities and work calmly under pressure and to deadline
- Experience of managing staff and ability to motivate a team
- Experience of successful fundraising
- Experience of business planning and strategic development
- An understanding of the legal requirements for charities
- Experience of working with databases
- Highly motivated and able to manage own workload and work to deadlines
- Ability to problem-solve and think laterally
- Excellent interpersonal skills and ability to work as part of a team
- Interest in contemporary visual arts and the area in which LUX works
- Demonstrate an understanding and commitment to LUX's values

DESIRABLE

- Experience of working in an Arts Council England Funded organisation
- Experience of working with Filemaker database systems
- Ability to speak other languages

DATA PROTECTION

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process.

Your application will be kept on file for a maximum of six months and then destroyed in a confidential manner. Any applications received after the closing date will be destroyed immediately.