

CREATIVE KERNOW

Post of Creative Kernow Finance Director

Part-time permanent role, 30 hours / 0.8 fte, £36k - £42k pro rata

Application deadline 12 noon on Monday 14th September 2020

Interviews to be held in Redruth on Thursday 1st October

Creative Kernow is Cornwall's key creative and cultural industries development and delivery organisation. You may not immediately recognise our name, but if you have any connection to Cornwall and the Isles of Scilly you'll probably have come across the work of at least one of our projects:

- Carn to Cove and C Fylm – our performing arts and cinema schemes for rural communities across Cornwall
- Cornwall 365 What's On – our cultural listings business
- Cultivator – our £5 million skills and business support programme for the creative and cultural sector
- FEAST – our community arts investment scheme
- Krowji – our creative workspace hub in Redruth, the largest creative cluster west of Bristol
- Open Studios Cornwall – an annual celebration of visual arts and crafts
- Screen Cornwall – our development agency for the film, TV and screen-based sector in Cornwall

Creative Kernow Ltd - Recruitment pack for the post of Finance Director
Creative Kernow is a registered charity no 292138 and a company registered in England no 01727731

August 2020



European Union
European Structural
and Investment Funds



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Creative Kernow is a registered charity, governed by a board of unpaid trustee directors, and receiving regular funds from Arts Council England (we're a 'National Portfolio Organisation') and Cornwall Council, as well as from Europe. We have three wholly-owned subsidiary companies – Cornwall Arts Marketing Ltd, Krowji Ltd and Screen Cornwall Ltd – with their own boards which report back to the main Creative Kernow board, passing their trading profits back up to the parent enterprise.

Creative Kernow's turnover in 2019/20 was about £2 million and we have a staff team of about 38, although these figures may change over the next year or so, depending on funding for projects in the pipeline and of course on the continuing impact of the coronavirus pandemic.

This post is a highly varied role, now with the additional challenge of helping to lead the organisation through the next stage of a post-Covid-19 world. The post-holder has a key senior role and works alongside the Chief Executive to manage this complex multi-stranded organisation which is constantly evolving in response to the opportunities offered by Cornwall's exciting creative environment.

We seek someone who will fit in well with our team, who will have initiative, flair and sensitivity in dealing with a very wide range of contacts and who will be able to rise to the challenge of working in a creative and voluntary sector environment alongside the more usual demands of a financial management role. The role is a mix of high-level tasks such as preparing management and annual accounts alongside working with the Project Directors and other staff on detailed project finances.

We always knew that 2020 would be a year of development and challenge for us, with the retirement of Creative Kernow's long-standing Chief Executive as well as the Finance Director and as we move towards the next NPO funding round with Arts Council England and Cornwall Council, but of course this has turned out to be a really exceptionally difficult year. We first advertised this role in January 2020 and had been about to interview in early April when lockdown prevented us from carrying on with that process. The trustees, supported by our key funders, have now taken the decision to go back out to open recruitment for both posts.

The Covid pandemic and lockdown has had a mixed impact on Creative Kernow. Projects such as Cultivator and FEAST are fully-funded, with no earned income, so have been able to carry on their programmes albeit with most staff working remotely. Krowji tenants have been able to use their studios throughout and most have benefited from the small business rates grant scheme, so only a couple have given up their tenancies as a result of Covid so far. Projects like our rural touring schemes that involve live audiences have been affected of course as has our Cornwall 365 What's On listings business; several staff are still on furlough. The impact on finances this year is likely to be broadly neutral. We are currently considering an application to the Arts Council's Culture Recovery Fund.

Phase 2 of our £5.1 million Cultivator business and skills programme has got properly under way in 2020 in spite of Covid, although completion of our latest £2

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million building on the Krowji site has slipped by a couple of months to October 2020. This will add a further 21 studios to the complex.

For an informal discussion about the post, please feel free to call Ross Williams, the Creative Kernow Chief Executive, or Sue Scregg, the current Finance Director, on 01209 313200.

Job description & key responsibilities

- Maintain and manage financial systems and procedures for Creative Kernow and its three subsidiary trading companies including management & reconciliation of bank accounts, payroll and pensions, grant claims, rental income, VAT, general income and expenditure records, etc.
- provide regular financial reports to the Creative Kernow Chief Executive and Boards
- provide Creative Kernow Chief Executive and Project Directors with financial information to enable them to monitor progress and to make their regular reports or returns to funders
- complete or check returns to funders as appropriate in partnership with Project Directors and staff teams
- provide funders with appropriate financial information as requested
- assist the Creative Kernow Chief Executive and the project directors with budget setting and with the preparation of bids
- prepare annual accounts for Creative Kernow and its subsidiary companies, consolidated accounts for the group, and provide the external auditors with all information required to compile statutory accounts
- act as a key source of advice for the Creative Kernow Chief Executive and Project Directors on issues such as employment law, taxation (including VAT) and insurance
- undertake such other appropriate tasks as may be required by the Creative Kernow Chief Executive or the Boards from time to time
- train or support the training of other staff as appropriate
- take on external contracts (e.g. book-keeping or payroll services for other local

arts organisations) as time permits

Organisational structure

The Finance Director is responsible to the Creative Kernow Chief Executive and is assisted by two part-time staff – the Finance Officer for the Cultivator project and a Finance Administrator for Krowji.

The Finance Director has a particularly close working relationship with the Chief Executive as well as with the project directors who manage their projects on a day to day basis, reporting to the Chief Executive. The Finance Director also has a key role to play in supporting the Creative Kernow trustees and the other subsidiary boards with financial information, analysis and advice.

The Creative Kernow trustees have the overall legal responsibility for the organisation and are accountable to the Charity Commission and Companies House for the way that Creative Kernow operates. The board meets four or five times a year and plays an active role in setting strategies and goals, ensuring public benefit, monitoring progress and reviewing the activities and finances of the group. The Chief Executive reports to and works closely with the Chair of Trustees.

See the organogram at Appendix 1 below and <https://www.creativekernow.org.uk/trustees/>

There is more information about the Creative Kernow group on our websites and our Annual Reports and Accounts are available on the Charity Commission website.

Key conditions of work

Contract	Permanent contract, one month's notice on either side in the first instance
Pay	Within the range £36,000 to £42,000 per year pro rata, dependent on experience and skills
Holidays	4 weeks a year rising to 5 weeks over 5 years plus bank holidays
Hours*	The role is contracted at 30 hours per week*. There is some degree of flexibility, but the post-holder will be required to work at least 3 days per week from 10 - 4 as core hours. From time to time staff will be required to work unsociable hours.
Place of work	Krowji, West Park, Redruth, Cornwall, TR15 3AJ. Occasional attendance at meetings or events elsewhere.

Pension Creative Kernow enrolls eligible staff into The People's Pension and currently contributes the equivalent of 3% of salary into the scheme.

*** Please note:**

Based on experience, we think that this is probably a 0.8 fte post (i.e. 30 hours per week) post. For candidates who would prefer more or fewer hours we are happy to look at how this might be achieved.

Equality and Diversity

Creative Kernow is committed to equality of opportunity in employment practices and the provision of services and expects that its policies on this will be supported by everyone in the organisation. We are committed to making every effort to find and grow diverse talent for our workforce.

We regret that given that this is a part-time post and that consistency of practice is critical, it is not suitable for job-share applications.

To apply:

Download and complete the application form at <https://www.creativekernow.org.uk/about-us/>

Submit this by email only to jobs@creativekernow.org.uk by 12 noon on Monday 14th September 2020.

Person specification

Please note that only candidates who can demonstrate that they can meet all the essential criteria will be shortlisted.

Skills & Experience

Essential

1. At least five years' financial management experience including preparation and monitoring of accounts, budgets, financial reports and book keeping
2. Experience of business accounting systems and management accounts
3. High level of computer literacy, essentially in use of websites and major word-processing, spreadsheet and SAGE software – we use Sage Line 50
4. Demonstrable knowledge of the financial and legal operating frameworks for charities and limited companies
5. Ability to file information efficiently using both paper and digital systems

Desirable

1. Qualified Accountant
2. Knowledge of the financial management and monitoring of European-funded programmes
3. Experience of financial management on major building projects
4. Experience of staff management in a relatively 'flat' organisation – some knowledge of HR practice and legislation will be an advantage
5. Understanding of the voluntary sector (knowledge of the arts or creative industries is not required although you will find it helpful).

Personal Attributes

1. Flexible, adaptable, able to work on own initiative, with a positive can-do attitude and enthusiasm for juggling a range of priorities
2. Good interpersonal, communication and customer service skills, including an effective telephone manner
3. Very well organised with excellent time management skills; reliable and with the ability to self-motivate
4. Sensitivity and discretion in the workplace

5. Commitment to access, diversity and equal opportunities
6. Ability to work to tight deadlines
7. Commitment to your own continuing professional development and keeping up to date with developments in legislation and best practice

Appendix 1: Creative Kernow – organogram – August 2020

