

CREATIVE KERNOW

Job title	Finance Manager
Location	The role is based at Krowji, Redruth, Cornwall TR15 3GE (Krowji is an accessible venue).
Pay band	Manager
Salary	£32-35K FTE (£25,600 - £28,000 pro rata based on 30 hours per week)
Hours	0.8 FTE
Contract type	Permanent
Application Process	Please submit a CV and covering letter setting out your suitability for the post. Submit to info@creativekernow.org.uk . All applicants will be asked to sign a GDPR declaration and an equal opportunities monitoring form.
Deadline for applications	9 th December 2024
Interviews	ASAP at Krowji, Redruth

At Creative Kernow we champion creativity as a force for positive change in Cornwall and the Isles of Scilly. We are an organisation which provides a range of creative programmes and activities, working towards a shared vision: a thriving Cornwall powered by creativity.

From affordable workspaces to transformative cultural projects, education initiatives for schools to establishing new business viability, we provide support, advice and inspiration through our network across and beyond the creative sector in Cornwall, nationally and around the world.

Our work is structured around four interdependent areas:

- **Creative Communities** – which includes long-standing programmes such as [Carn to Cove](#) & [C Fylm](#), investing in cultural projects through [FEAST](#), and [ArtsLab](#) young people’s programme.
- **Creative Economy + Skills** – [Screen Cornwall](#), [Cornwall 365](#) and [Creative Enterprise Support](#)
- **Creative Hub Development** – running [Krowji](#), Cornwall’s largest creative hub and workspace cluster in Redruth.
- **Operations** – finance and other charity support functions

Creative Kernow is a well-established charity and social enterprise with a 40 year track record and an experienced board of trustees and a strong staff team. Our finances are broadly based with a variety of income sources including grant support from Arts Council England and Cornwall Council, earned income from commissions and contracts, box office income from events and rental income from our workspace cluster in Redruth.



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**CREATIVE
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Role Description

Reporting directly to the Interim Director of Finance, the Finance Manager will join the charity at a time of transition and development. The Finance Manager is responsible for the management of the operational finance function for the Creative Kernow group of companies.

Finance Manager will:

- Be a strong team player happy to support the diverse businesses within the group
- Oversee the financial transactions including the AP and AR ledgers for the CK group of companies (currently 4 in total)
- Produce month end reconciliations and process journals
- Produce monthly managements for each Company in a timely fashion
- Process monthly payrolls for group, including filing pension and RTI returns
- Support Director of Finance with quarterly reforecasting and budgeting
- Provide the annual trial balance for statutory audit
- Manage the annual audit process and liaise with external auditors
- Maintain and develop robust and best in class financial systems and processes
- Support the grant application process across the group
- File quarterly VAT returns
- Line Manage the Finance Officer
- Manage stakeholders both internal and external
- Identify process changes and presenting recommendations to company management

Person specification – Skills and experience

Essential

- Formal accountancy qualification: AAT / qualified by experience will be considered
- Current working knowledge of accounting software - in particular Sage50 Accounts
- 2-3 years experience in a finance position
- Computer literate, including Microsoft Office Suite (Sharepoint and MS Teams)
- Excellent working knowledge of accounting principles



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- Excellent attention to detail, and effective written and verbal communication skills.
- Able to work upon own initiative and manage tasks appropriately.

Desirable

- A working knowledge of charity finances
- Qualified ACCA / CIMA or studying towards full professional qualification

Equal Opportunities

We welcome applications from all members of our communities and operate under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability, income, education, religious beliefs or cultural heritage. We are open to proposals for job share.

If you require this job description in another format, please let us know.

Key conditions of work

Contract: Permanent

Pay: Specialist. Pay range £32,000 - £35,000 FTE

Holidays: 20 days plus bank holidays (pro rata). Annual leave entitlement increases by one day after each year of continuous service up to a maximum of 25 days.

Hours: This role is offered as a 0.8 FTE (30 hours a week)

Place of work: Krowji, West Park, Redruth, TR15 3GE. We are open to some home working.

Pension: Creative Kernow will automatically enrol you into The People's Pension if you are aged at least 22 but you are under State Pension age earning more than £10,000 a year (£833 per month). If you are eligible to join, you will be required to pay 5% of your salary and Creative Kernow will contribute 3%. You can subsequently opt out if you wish. More details about the scheme are available on request.

Policies: Creative Kernow has an extensive range of policies contained in the Staff Handbook.



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