**Dumfries & Galloway Arts Festival**

**Finance & Project Support Officer**

**Job Description**

**Key relationships:** Strategic & Creative Director, General Manager, Projects & Communications Manager, Finance & Projects Support Officer, Youth Development Officer, Board of Trustees. External: Lowland Accountants, Funders, our Network, Members, Patrons and Ambassadors

**Hours of work:** 25 hours p/week. On occasions, staff maybe required to work additional hours. When this occurs, employees are entitled to time off in lieu (toil)

**Place of work:** Gracefield Arts Centre, 28 Edinburgh Road, Dumfries, DG1 1JQ

**Salary:** circa £23,058 per annum / pro rata £16,470

**Pension:** a contribution to a pension scheme is provided through our payroll systems

**Holiday Entitlement:** to be confirmed on hiring

**Sick Leave, Maternity & Paternity Pay:** Statutory leave and pay is agreed and paid at current legal minimum rates

**Probation Period:** 2 months

**Notice:** 2 months

The Finance & Project Support Officer provides and maintains the operational processes required to deliver, monitor, and review the work of our organisation. They are responsible for working with the team, Board of Trustees, and freelancers to ensure that:

* The financial administration of our work through the creation, administration and monitoring of budgets and systems is in line with agreed aims and objectives
* We efficiently report on financial matters as required, liaising with our Accountants and Finance Committee in the preparation of required and requested analysis and documentation
* The team are supported with operational, administrative and evaluation procedures for the successful delivery of our programmes

**Key Tasks**

These include, but are not limited to:

* Maintaining financial administration of D&G Arts Festival, keeping account of cash flow, preparation of estimates, budgets and forecasts as required
* With the General Manager and the Strategic & Creative Director, create and present budgets to the Finance Committee for approval to the Board of Trustees
* Managing the Financial and Administration systems for our Support for Ambition (SFA) scheme for promoters and performing artists
* Managing the financial and administration systems for our programme, chasing contracts and filing accordingly
* Monitor and report to the General Manager and the Strategic & Creative Director on programme delivery in line with budgets, funding reports and compiling monthly spend reports
* Feedback to the General Manager on maintaining and developing management systems
* Supporting the delivery of effective monitoring and assessment systems for measuring the impact of our activities
* Managing the general enquiries email address and office phone number, regularly checking and corresponding to messages, keeping records of communications
* Bookkeeping, managing and issuing invoices and paying suppliers
* Payroll preparation and management
* Coordinate, implement and process claims from funders and other grant invoice payments
* Maintaining members and patron’s databases and ensuring all contact information is current and up to date
* Circulating mail-outs as directed by the team and operational plan
* Ensuring all general office forms are current and file ready for team/volunteer use
* Responsible for bank deposits and payments as necessary
* Accounting and purchasing office supplies and maintaining stock within the office budget
* Supporting the Board of Trustees, including Board meeting communications, minute taking at meetings, circulating papers and arranging meetings
* Support the General Manager with stewarding and circulating key documentation to volunteers
* Support the Projects & Communications Manager to distribute print for our programmes
* Support the delivery of our events

**Evaluation & Monitoring:**

* Provide monthly budget report to the team
* Assist the Projects & Communications Manager with event evaluation, collecting feedback and analysing data
* Ensure audience and artists feedback forms are collated and processed
* Support the Projects & Communications Manager to ensure our website is maintained and up to date
* Maintain records for PRS/PPL and submit timely reports, gaining licenses for our events
* Maintain the Gift Aid Scheme
* Compile data for funding and organisational reports as required

Every employee at D&G Arts Festival is required to fulfil the following responsibilities:

* Be a proactive team member engaging positively with any tasks required to deliver our strands
* Represent and promote the organisation by attending events and sharing our work with your networks
* Any other duties commensurate with the level and nature of this post as instructed by the Board and Senior Management

**About Dumfries & Galloway Arts Festival**

Dumfries & Galloway Arts Festival brings performing arts to the region, engaging with our Network of local artists and venues to create and stage performances which are vibrant, surprising, and far-reaching. We bring high quality, world-class productions to audiences across Dumfries & Galloway, supporting our communities to stage shows, investing in our performing artists, introducing our young people to live performance, and engaging people of all ages, from all walks of life, with our exciting programme.

We achieve this through our three key strands; the 10-day Arts Festival, our year-round rural Arts Live rural touring programme, and young people’s programme, Stage iT.

**Dumfries & Galloway Arts Festival – 10 Days of Performing Arts:**

Founded in 1979, Dumfries & Galloway Arts Festival is Scotland’s largest rural performing arts festival. For 43 years we have brought world class theatre, music, dance, comedy and spoken word to local audiences and venues across the region. Our May 2022 Arts Festival will run from the 20th – 29th May.

**Arts Live – Year-round Performing Arts Touring:**

In 2016, we launched Arts Live, our year-round touring programme across the region. We work in partnership with our Network of Venues, artists and promoters to develop a regional infrastructure for the performing arts and provide training and development opportunities.

**Stage iT – By Young People, For Young People:**

A strand that develops and champions the voices of young people across the region, led by our Young Promoters Group with support from our Youth Development Officer. It provides opportunities for young people to be involved in programming events, developing performance skills and gaining experience in the performance arts industry.