



House of Imagination

Website <https://houseofimagination.org>

Finance and Administration Manager

SUMMARY OF CONTRACT ROLE

Book-keeping, financial management and administrative services for a small Bath-based charity, House of Imagination (the Charity).

Initial three-month contract of 5 hours per week, from October 2023.

The Commencement Date of this contract will be negotiated with the successful applicant.

This contract will provide the Charity with sound financial management, while supporting it with essential administrative tasks.

The Trustees and staff team will review the effectiveness of the role each quarter.

STATEMENT OF TERMS

Contracting authority: House of Imagination, of PO Box 4232, Chippenham, SN15 9LJ

Start Date: October 2023

Reports to: Executive Director and The Board of Trustees

Hours: 5 hours per week

No variation or amendment of this Contract shall be effective unless it is agreed by House of Imagination in writing.

SERVICES

The duties are more fully described in the Appendix to this contract. The Finance and Administration Manager will perform the services with reasonable skill and care and to the best of their ability.

TERM

Prior to the termination date, this contract may be terminated during the term by either party serving on the other 3 weeks written notice.

House of Imagination may terminate this contract forthwith in the event that the Finance and Administration Manager:

- a) Has committed a material or persistent breach of their obligations under this contract.
- b) Has failed to provide the Services to the reasonable satisfaction of House of Imagination;
or
- c) Is unable to pay their debts as they fall due or are the subject of a bankruptcy petition or enter into compulsory or voluntary liquidation or have a liquidator, manager, administrator or administrative receiver appointed over their assets or ceases for any reason to carry on business.

Termination of this Contract shall be without prejudice to the accrued rights and obligations of the parties.

LOCATION AND FACILITIES

The charity has no office of its own, but uses the facilities at The Studio, 10 Palace Yard Mews in the centre of Bath. The team also has access to a digital filing system. A laptop will be provided and the staff, Chair and lead trustee for finance will have on-line access to the financial records. The Finance and Administration Manager is expected to provide such equipment as is required for the provision of the Services.

The Finance and Administration Manager agrees to work from such locations and at such times as may be necessary for the effective provision of the Services. In the event that the Finance and Administration Manager is present in a school, university or The Studio, they agree to conform to the policies and procedures in relation to health and safety and any instructions in that connection given to them by local managers or House of Imagination.

HOURS OF WORK

This contract is for 5 hours per week. The Finance and Administration Manager is free to work at any time provided the Services are performed to the relevant deadlines. Where specific hours of work are required, they will be agreed between the parties.

PAY

This contract is offered at £25 per hour (£125 per week).

EXPENSES

The Finance and Administration Manager is expected to cover their own expenses including travel, except in the case of specific items of receipted expenditure that House of Imagination

agrees in writing that it will cover. Reimbursement will be made on the production of a valid receipt for the expenditure concerned.

LINE MANAGEMENT

This is a freelance role reporting to the Director of Research, but the individual will also have a working relationship with the Chair and the lead trustee for finance.

CONFIDENTIALITY

The Finance and Administration Manager undertakes not to use or disclose to any third party any information they acquire in relation to House of Imagination unless it is part of a public research process.

The Finance and Administration Manager will maintain as confidential all information regarding the operations, business, affairs or finances of House of Imagination and shall not at any time use or disclose the confidential information or any part of it to any person. Upon the termination of this contract the Finance and Administration Manager shall deliver up to House of Imagination all correspondence, documents, records, reports and data relating to the performance of the Services. The obligations under this confidentiality clause shall survive the expiry or termination of this contract for any reason.

SUBCONTRACTING

The Finance and Administration Manager may not assign or transfer any of their rights and obligations or enter into any sub-contract with any person for the performance of the Services unless they have obtained House of Imagination's prior consent in writing.

INTELLECTUAL PROPERTY

The Finance and Administration Manager agrees to do such acts and execute such documents as may be necessary to assign absolutely and with full title guarantee to House of Imagination any existing and all future copyright and similar rights in any material they produce for House of Imagination during the period of this Contract.

LIABILITY

The Finance and Administration Manager shall indemnify and defend House of Imagination from and against any or all direct liabilities, claims, proceedings, damages, charges and reasonable expenses incurred or paid whatsoever by House of Imagination arising out of or as a direct consequence of a breach by the Finance and Administration Manager of the provisions of this contract.

The limit of House of Imagination's liability to the Finance and Administration Manager in respect of the aggregate of claims made by them arising from:

- a) Any breach by House of Imagination of any terms of this contract; and/or

- b) Any representation, statement, act or omission including negligence (except in the case of death or personal injury arising from such negligence) arising under or in connection with this contract,

Shall be limited to the fee paid to the Interim Finance and Administration Manager pursuant to this contract.

NOTICES

Any notice, request or other document to be submitted under this contract shall be delivered or sent by first class post, by facsimile transmission or by e-mail to the other party to be served at that party's last known postal or e-mail address or facsimile number or such other address as that party may notify in accordance with this clause.

The notice will be effective if posted, on the second day after posting and if sent by facsimile or email when the sender received confirmation of receipt.

THIRD PARTY RIGHTS

This contract shall not confer any rights on any third parties.

ENTIRE AGREEMENT

This contract, together with any documents referred to herein, constitutes the whole agreement between the parties and supersedes and extinguishes any prior agreements, drafts, undertakings or representations of any nature, whether in writing or oral provided that this clause shall not operate to exclude either party's liability to the other for fraudulent misrepresentation.

GOVERNING LAW

This contract shall be governed by and interpreted in accordance with English Law and the parties hereby submit to the non-exclusive jurisdiction of the English Courts.

THE ROLE

The role is to manage the charity's finances day to day by recording financial transactions (book-keeping), producing financial reports, and issuing and paying invoices; and to provide basic but essential administrative services.

Main responsibilities:

1. To provide financial record keeping for House of Imagination
2. Using the Charity's financial system, maintain:
 - Banking procedures / statement reconciliation
 - Payroll
 - HMRC reporting
 - Purchase/ sales ledger / invoices relating to income and expenditure.
3. Preparation of:

- Budgets
- Profit and loss reports
- Cash flow forecasts
- Information needed by the accountants for the preparation of the annual accounts.
- Financial information required by Companies House, the Charity Commission and funders.

4. Ensure accurate and efficient processes are in place to monitor expenditure of grants/donations against budgets and financial analysis.

Administrative tasks

Staff members are responsible for their own administration but may need support with specific tasks from time to time (e.g., in preparation for a conference or event).

The regular administrative responsibilities are:

- to administer contractual agreements with partners, freelancers and other suppliers
- to administer on-line bookings for events
- to attend quarterly Board meetings to take minutes.

Person specification

- demonstrable satisfactory experience in book-keeping (ideally with a relevant qualification)
- fluency in the IT packages required for this role (as a minimum Sage, Excel and Word)
- organisational and office management skills
- able to work on own initiative.
- good verbal and written communication skills
- an excellent team player who is able to maintain confidentiality at all time.

Please send a one page letter of interest and attached CV plus two referees to info@houseofimagination.org by 6th October.

House of Imagination, registered in England and Wales under company registration number 6173241, Charity Number 1122010 PO Box 4232 SN15 9LJ.