

**Finance & Admin Officer**

**Employed by Redruth Revival Community Interest Company**

**Reporting to The Redruth Revival CIC Board via the Vice-chair, Ross Williams**

*NB There will be a close working relationship with the Buttermarket General Manager who will rely on this role for many critical functions.*

**Anticipated Start Date: May 2024**

*NB Possible opportunity to start in April working 0.4fte, rising to 0.8 in May depending on availability.*

**Permanent – Part time 0.8fte**

**Salary: £28,500 pa fte (pro-rata £22,800)**

**Holiday: 28 days including Bank Holidays**

**Pension: Statutory employer contributions**

**Benefits: Flexible Working**

**Potential for partial work from home**

**Free Parking and just 100 yards from Redruth Train Station**

## **1. Purpose**

This is a critical role that will work across the CIC supporting the board, the Buttermarket operational team and other Redruth Revival team and assets, e.g. Fair Meadow car park and the Old Bank Studios, to enable the organisation to be financially compliant and effectively run and to further the organisation's mission and vision.

The postholder will be responsible for all aspects of Redruth Revival's day-to-day finances, including the Buttermarket once it opens. This will include cashing up, banking, bookkeeping, income & expenditure, making payments, invoicing, payroll and reconciling bank accounts. They will liaise closely with the Treasurer to support the preparation of monthly management reports and year end accounts.

The role will also provide general admin support across all Redruth Revival's activities including, but not limited to, minutes, reporting, managing bookings, support with tenants, events, administering and reporting against grants from public funders.

## **2. Background**

Redruth Revival is a Community Interest Company (CIC) – this means that all the Directors give their time voluntarily and any profit is reinvested in the company for the good of the town. Redruth Revival owns the Grade II listed Buttermarket complex which includes the Mining Exchange and Wheal Peevor Purser's Office as well as the old HSBC Bank and Fair Meadow Car Park.

The vision for the Redruth Buttermarket is to rediscover the market town for the 21st century by creating an economically thriving, cultural and community hub at the heart of the town.

Following a £4 million refurbishment project The Buttermarket will reopen in summer 2024. There will be affordable, flexible, entry-level supported workspaces, larger units for more established businesses, a shared dining area around which will be clustered the Buttermarket Kitchens, a collection of local food providers and an all-year market, festival and event space in the courtyard.

The Buttermarket will create employment space for around 50 people across 25 businesses, showcasing local entrepreneurialism and creativity, complemented by a vibrant markets and events programme which together will rediscover Redruth as Cornwall's Market Town and help in establishing a nighttime economy.

Redruth Revival is one of twelve organisations that have recently been successful in securing funding for 3 years from the [Architectural Heritage Fund and National Lottery Heritage Fund](#). This funding is for the development of Redruth Revival into a Heritage Development Trust. This means we will be looking to further develop and grow the CIC and its assets, delivering new projects to preserve and reinvent other key buildings in the town.

## **3. Responsibilities**

This job description is not an exhaustive list, and we will expect you to carry out any other activities which may reasonably be required in accordance with the needs of the organisation. It is also a new position during what is likely to be a period of significant change. This means that you will need to be flexible and adaptable within your role.

This is a very hands-on role and would suit someone who enjoys working proactively as part of a small team, has a logical and systematic approach and excellent communication skills.

Principal duties include:

### **Annual Financial Accounts**

- Support the Treasurer in the preparation of year-end accounts
- Liaise to facilitate the timely production of the annual accounts

### **Management Information**

- Creation and monitoring of robust annual budgets and project funding budgets
- Management of cashflow forecasting and projections to ensure efficient use of resources
- Quarterly VAT processing and preparation of VAT returns for sign off by Treasurer
- Reconciliation of all bank accounts for sign off by Treasurer

### **Fundraising**

- Assist with the preparation of funding bids by providing timely and accurate information
- Processing timely reports and claims to funders to ensure accuracy and prompt submission

### **Compliance**

- Develop and monitor internal financial controls
- Compliance with best practice and fulfilling all legal obligations
- Compliance with accounting principles, regulations and laws
- Process payroll, PAYE and pension payments in line with HMRC requirements
- Administration and payment of staff expenses in line with HMRC requirements

### **General**

- Day-to-day book-keeping, maintaining the financial ledger records using Quickbooks
- Invoicing tenants for rent, parking permits and other charges as appropriate
- Ensure entry onto the financial system of all day-to-day financial transactions.
- Process regular payments of all authorised purchase invoices
- Bank and cash management
- Provide administrative support to the board – organising the meeting schedule, circulating paperwork, minuting the meetings etc.
- Liaise with suppliers, order supplies and maintain office resources
- Circulate internal communications
- Collate documents and data for reports and evaluation purposes as required
- Regularly review and re-negotiate contracts and services to ensure best value
- Support in the management of HR records
- Support in event organisation and delivery
- Support for tenants, resolving issues
- Overseeing of maintenance and safety issues relating to buildings and tenants e.g. PAT testing, fire safety and equipment servicing, alarms etc.

#### 4. Person Specification

Attribute	Essential	Desirable
Minimum three years' relevant financial management experience	✓	
Experience in QuickBooks accounting/payroll software	✓	
Excellent knowledge of MS Word and Excel	✓	
AAT Level 3 or equivalent qualifications		✓
Knowledge of financial legislation and regulations	✓	
Good knowledge and experience of VAT	✓	
Excellent communication skills	✓	
Resilience and an ability to work on own initiative	✓	
Experience of working on publicly funded projects	✓	
Experience of working in the third sector		✓
Knowledge of company reporting requirements		✓
Experience of working with Boards of Trustees/ Directors		✓
Cashflow management	✓	
Production, analysis and reporting of management accounts	✓	
Budgeting	✓	
Data-driven with strong analytical and presentation skills	✓	
Excellent attention to detail	✓	
Enthusiastic and proactive approach & good problem solver	✓	
Experience of documenting meetings with good quality minutes	✓	
A completer finisher with strong organisation skills	✓	
An interest in the heritage sector		✓

## 5. Application Process

We want our application process to be as open and accessible as possible. We need to know why you are the right person for the job and how your experience matches the above person specification.

Please send us your CV and a covering letter explaining the above, no more than two sides of A4 (at 12pt font size). However, if writing is not your thing, you might like to apply by another method e.g.

- Film a selfie video (of no more than 10 minutes please)
- Send us a presentation e.g. PowerPoint with minimal words

If you have any questions or would like some extra support with your application, please email [vicki@redruth-revival.org](mailto:vicki@redruth-revival.org) and she will be happy to help.

Applications should be sent FAO Ross Williams; we require two referees one of whom should be your current or last client/employer. References will not be sought until a job offer has been made and a candidate has given their permission.

Applications should be sent via email to [admin@redruth-revival.org](mailto:admin@redruth-revival.org)

Closing date for applications is **5pm on Monday 18<sup>th</sup> March 2024**

Short listed candidates will be invited for interview in Redruth w/c **25<sup>th</sup> March**.

Redruth Revival is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.