

the mosaic rooms



OPERATIONS & FINANCE MANAGER

JOB INFORMATION PACK





About The Mosaic Rooms

Established in 2008 The Mosaic Rooms is a leading London contemporary arts space dedicated to supporting and promoting contemporary culture from the Arab world and beyond. Our activities focus on a free yearly public programme that delivers 2-3 exhibitions (often new commissions and artist's first in the UK); multidisciplinary live events; creative learning projects (primarily focused on families, schools, and young people). All of these activities are artist led and participant centered and developed through meaningful and collaborative partnerships. We aim to be responsive, empathetic, and discursive about the lived cultures of our local and global audience, artists and participants. We offer a curatorial approach that focuses on enabling, supporting, and developing artists and their projects. The Mosaic Rooms plays a vital role in the UK arts ecology, acting as a platform for audiences, participants, cultural programmers, curators, and researchers to engage and learn with.

The Mosaic Rooms is becoming an independent charity in January 2025, as well as going through building redevelopment over early 2025. We are now seeking an Operations & Finance Manager - a new senior position at The Mosaic Rooms, to support our organisation's resilience moving forward.

About the role

Job title: Operations & Finance Manager

Salary: £38-40,000, Full time

Key Relationships:

Managing - Facilities Staff and Service Providers
Bookkeeper/Accountants
Senior Management Team
Chair and Treasurer of TMR Board

Responsible to:

Director

As Operations and Finance Manager you will be joining The Mosaic Rooms small and committed team at an exciting period. The role offers the opportunity to help implement a vision for a unique arts space that embodies its strong artistic and community values, at the same time ensuring its future sustainability through its organisational systems, governance, and income streams.

We are seeking someone who shares our vision for an arts space committed to creativity, experimentation, and shared learning through inclusivity, equity and care. This senior administrative role is integral to the smooth delivery of our organisation and its programmes.

Working closely with the Director you will be responsible for the organisation's operational and administrative systems, financial management, and day-to-day operations/building management. The organisation additionally contracts bookkeeping services to prepare management and annual accounts, charity and tax returns and to run payroll.

As a small team, the emphasis is on a safe, flexible, supportive and inclusive working environment that priorities collaborative working and problem solving.

Key Tasks and Responsibilities

Operations

- Day-to-day operational management of the building ensuring it is well maintained and in compliance with all Health and Safety regulations
- Ensure the building is well maintained for a consistently high-quality visitor experience and operational efficiency
- Liaise with the appropriate and necessary health and safety consultants to book in annual inspections for the building.
- Manage office infrastructure to ensure it supports all aspects of activity including office supplies, IT equipment, storage, insurance, maintenance and cleaning.

Finance

- Manage financial planning, income generation and budget management with a focus on financial sustainability through effective commercial practices
- Manage financial systems, ensuring they are operating properly and that all records are maintained in a systematic, timely and accurate manner with support from Director and accountants
- Prepare, manage and monitor overall annual budget and individual project budgets with staff
- Manage the production of quarterly management accounts and cash flow documents with accountants
- Support production of organisational and project budgets for fundraising applications led by Development Manager
- Manage auditors and oversee the smooth running of the annual audit and gallery tax relief with accountants

- Manage regular running of processes to make necessary financial and information returns and reports on time to the appropriate authorities (e.g. Companies House, Charities Commission, Inland Revenue)

- Oversee running of the monthly payroll and pensions process, including compliance with statutory employer responsibilities.

General Management & Administration

- Day to day operational management of the organisation in accordance with company structure
- Board development- support the development and induction of a new board of Trustees, maintain support for the board, including setting the agenda for meetings and distributing papers and minutes.
- Procurement, implementation and management of new CRM database
- Management of suppliers and contractors

HR

- Support the Director to develop, implement, manage and maintain all organisational policies and create a new staff handbook
- Support the Director with HR implementation, including holiday requests, absence forms, contracts and pension administration
- Oversee compliance with the organisation's policies relating to equality of opportunity and diversity, and Data Protection regulations (GDPR).

Other responsibilities

- Support the Director to develop a resilient organisation
- Research, develop and implement new policies, procedures and contracts that ensure best management and organisational processes

ESSENTIAL

- 5+ years in similar position and organisation, with at least 3 in an arts organisation
- Strong financial management experience in particular setting, monitoring and controlling budgets in the preparation of quarterly management accounts and cash flow forecasts
- Charitable reporting experience
- Knowledge of arts funding system
- Experience of organisational change, and managing people and the ability to demonstrate leadership and work flexibly within a small team, building team spirit in the workplace
- A strong awareness of issues of equality, cultural diversity and safeguarding, with a commitment to Equal Opportunities
- Strong engagement with the organisation's values
- Excellent planning and time management, with the ability to multi-task, delegate and prioritise within a busy working environment
- Experience of business and strategic planning and implementation
- Good evaluation, communication and business writing skills
- Good IT skills, and exposure to small business accounting software e.g. Xero

Desirable:

- Experience of working with a newly established board
- Knowledge of setting up new systems e.g. HR
- Experience of managing building works

TO APPLY:

Email contact@mosaicrooms.org with 'operations & finance manager' as subject by midnight on 5 November 2024.

Please send a cover letter (no more than 2 sides of A4), and please ensure that you address:

1. What interests you about the post and working at The Mosaic Rooms
2. Information on how your skills, abilities, and experience match the key points in the job description and person specification.

On your CV, please ensure that you include:

1. Your contact details.
2. Details of your current and previous employment with dates
3. Contact details for two professional referees (we will not contact referees prior to a successful applicant accepting the job)

The Mosaic Rooms is an inclusive employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector.

If you require the applications in any other formats or want to submit your application in any alternative media please get in touch and we will be happy to help!

