

Operations & Finance Manager Job Description

Line Manager	Executive Producer(s)
Salary	£ 29,000 - 31,000 pro rata, depending on experience
Terms and Conditions	Part time 3 days per week (21 hours) 12 month fixed term contract, with a 3 month probationary period and the view of extending duration
Location	DaDa office in Liverpool City Centre and other locations off site as required.
Safeguarding	This organisation is committed to safeguarding the children, young people and adults we work with. As part of our commitment to safeguarding, we apply a safer recruitment process to all our posts and appointments. This post will be subject to an up to date, satisfactory, enhanced DBS check with a check against the barred list for children and adults.

Background

DaDa is a pioneering disability, Deaf, and neurodivergent arts organisation, unique in our focus and in the scope and scale of our work and ambitions. Based in the heart of Liverpool, we have built a national and international reputation for delivering high quality and accessible events and projects including a critically acclaimed festival programme.

We believe that disability is a social issue – it is systemic barriers, negative attitudes and exclusion by society (purposely or inadvertently) that are the main contributory factors in “disabling” people. Through stimulating and supporting excellent disability arts from a wide variety of cultural perspectives, our aim is to promote and improve the social understanding of disability.

Main Duties and Responsibilities

Financial

DaDa has an externalised financial management service contract with Adding Value. Adding Value provide the organisation with day to day bookkeeping and accountancy services as well as providing general financial advice. Adding Value also provides DaDa with a payroll service

The Operations Manager will be responsible for

- General day-to day management of all aspects of organisational finance including support management of the externalised financial services contract with Adding Value;
- Agreeing and regularly reviewing DaDa financial controls policies and procedures with Board and Senior Management Team (SMT);
- Providing financial information, advice and guidance to the Board and SMT in order to set and review annual organisational budgets;
- Managing and monitoring agreed organisational and project budgets, including financial forecasting and regular updates to SMT and Board;
- Working with the external finance service provider to produce the financial reports required by the DaDa Trustee Board and external funders (principally Arts Council, City Council and Trusts and Foundations);
- Working with the external financial service provider on the production of annual accounts/audit to comply with legal requirements as a charity;
- Liaising with contractors and suppliers on financial matters;
- Undertake banking payments;
- Contribute to the development and implementation of an income generation strategy for the organisation including support on specific fundraising applications.

Operational Management

DaDa has an externalised IT support service. DaDa occupies a room in the Bluecoat under a licence which includes lighting, heating as well as both telephones and IT connectivity

The Business Manager will be responsible for:

- managing and monitoring of all the operational and processing systems used by DaDa in the course of its day-to-day business. This includes oversight and management of:
 - the externalised IT services contract
 - the premises licence with Bluecoat
- All aspects of office management including equipment, supplies and health and safety compliance
- Ensuring all necessary insurances and licenses are in place and updated regularly
- Maintain an oversight of all DaDa policies and procedures in order to ensure that DaDa remains legally compliant and acts in a manner that supports effective safeguarding, access, well-being, environmental and sustainability commitments and pledges
- Ensuring effective communication with the Board of Trustees including organisation of, and support for, Trustee meetings and the distribution of required information, papers and notifications.

Human Resources/Legal

DaDa has a contract with an external HR company (Peninsula) to provide HR legal advice and guidance as and when required. However, all routine HR functions and operations are undertaken in-house.

The Operations Manager will be responsible for:

- managing and monitoring the externalised HR support contract with Peninsula
- Managing internal HR systems to ensure legal compliance and that all employment and service contracts with staff, freelancers and artists are in place and reviewed and amended as necessary and that all HR records are maintained and updated as required

- Managing the collection and storage of all data relating to audience, participation and other activities required for reporting to external funders and the Trustee Board
- Maintaining an up to date knowledge of legislation and best practice covering Human Resources practices, GDPR and general data management to ensure that DaDa remains legally compliant with any new and emerging requirements
- Ensuring and overseeing compliance and processing of all DBS and Safeguarding forms and licenses
- embedding of any wellbeing and access requirements within the workplace, including access to work and occupational health
- supporting DaDa recruitment and selection processes with necessary induction

DaDa Operations & Finance Manager - Person Specification

All points on the Person Specification are important but those marked 'E' are the essential requirements for the job. You should pay particular attention to these points and provide evidence in your application of how you meet these requirements.

Those marked 'D' are desirable but you should also demonstrate how, or if, you meet those requirements.

We recognise that the following people are underrepresented in our work force and in the wider performing arts sector, those people who experience racism and marginalisation, who are discriminated against, and facing intersecting barriers including those who are Deaf, disabled and neurodivergent or have long-term health conditions; those from African, Caribbean, LatinX, Middle East, North African, South Asian, East and South East Asian heritages and their diasporas.

To encourage applications from both communities, any candidate who identifies as the above people and who demonstrates in the application form that they meet or, if not, that they have a realisable plan to show how they will meet, all of the essential criteria in the person specification is guaranteed an interview irrespective of score at shortlisting.



Personal Specification	Essential (E) Desirable (D)
Experience	
Personal or direct experience of disability	E
At least two years' relevant experience involving managing an organisation's finances and/or operations	E
Managing staff, freelancers and/or contractor relationships	D
Working with or to a Board, Trustees or in a Membership organisation	D
Working in the arts or creative/cultural sector	D
Working with a range of funding bodies and income streams – both public and private	D
Skills and Knowledge	
Financial knowledge and/or skills including: preparation of management accounts, budgets, cash flow, invoicing, use of accounting software and creating required reports	E
Knowledge of Personnel and Human Resources procedures and practices including employers' and charities legal responsibilities	E
Good knowledge of office and finance management IT systems and procedures including Microsoft products (e.g. Word, Excel) QuickBooks and other apps (e.g. Google Calendar, Zoom, One Drive)	E
Understanding of the social model of disability and disability and D/deaf arts and practice	E
Relevant office management qualifications (e.g. First Aid, Health and Safety, Safeguarding training or qualification)	D
BSL level 2 or above	D
An up to date knowledge of the arts and creative sector, specifically in the UK	D
Understanding of environmental issues with a willingness to apply and/or increase learning	D
Other	
Commitment to the ethos of DaDaFest, the principles of inclusive practice and equal opportunities	E

A mutually supportive and collaborative team working style	E
Excellent communication, interpersonal and presentation skills	E
Good organisational and time management skills and the ability to work to deadlines	E
Attention to detail and high level of accuracy	E
Ability to handle sensitive and confidential information in an appropriate manner	E

If you require this information in an alternative format, please contact the DaDa office on:

- **Telephone: 0151 707 1733**
- **Email: jobs@dadafest.co.uk**