

Finance and Operations Manager – Application Pack

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Project X is seeking an experienced Finance and Operations Manager.

At Project X, our success is reliant on the strength* of our management team. As a small team working as part of a relatively young yet ambitious organisation, the Finance and Operations Manager will oversee the daily operations of the organisation, manage the delivery of the Project X programme, designing and implementing policies ensuring all projects achieve their aims and ambitions, and supporting the successful growth and sustainability of Project X as a community interest company.

*We are decolonial in our interpretation of strength. For Project X, strength is collectively, sustainability, resilience, wisdom, good health & wellbeing, thoughtful criticality, responsiveness and imaginative creativity.

Job Title: Finance and Operations Manager

Pay: £16, 200 (pro-rata of £39,000)

Job Tenure: 3 days (22.5 hours per week)

Fixed term contract: 1st May 2024 – 15 January 2025 (36 weeks)

As an organisation we support flexible working hours. Usual working day being 9.30am - 5.30pm. As part of this role, there may be some evening or weekend work required (such as attending events).

Holidays: 14.5 days days including public holidays a year (30 days pro-rata)

Access & Care Package: all those work we work with (including freelancers) have

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a budget to support their wellbeing and access needs in doing their best work.

Location: Glasgow City Centre

Closing date: Tuesday 23rd April 2024 at 9am

Proposed interview date: Wednesday 1st May 2024 (there will be a task sent on confirmation of interview)

Preferred start date: 15th May 2024 (or as soon as possible)

To Apply: Application by CV and cover letter. The cover letter should address suitability for the role with specific reference to the person specification criteria. Please submit via google form with [this link](#)

Please contact hello@projectxplatform.co.uk if you have any questions or would like to apply in a different format.

About Project X: Company Background

Project X is a community interest company which platforms and champions dance from the African and Caribbean diaspora in Scotland.

Project X was founded in 2017 by choreographer Mele Broomes, artist and educator Ashanti Harris and creative producer Rhea Lewis. We wanted to nurture the amazing artists creating work here in Scotland, whilst addressing the multi-faceted and oppressive barriers put upon Black and/+ POC artists, especially those working with their bodies in dance.

Since our conception in 2017, Project X has developed and flourished as a high quality, artistic, engagement programme which seeks to redress the racial inequality in Scotland's current performing arts sector. Our programme is centred in our work with and for artists who identify as black, people of colour (BPOC) and with heritage from Africa and/or the Caribbean, offering targeted residency programmes, choreographic and performance platforms, access to training and professional development opportunities, and a community hub offering support, advice, advocacy, and amplifying artists work within the creative sector.

Presently Project X is led by co-directors Ashanti Harris and Rhea Lewis (currently working 1-2 days per week each), with support from company administrator Carine Barinia (2 days per week). We are further supported by a newly formed advisory committee of four members who contribute to the governance of the

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organisation. Our programme is delivered in collaboration with a wider team of freelance artists and practitioners. We are currently working towards building the capacity and delivery of the organisation and are seeking a new team member with aligned ambitions for the growth of Project X.



Project X Core Values

Knowledge & Creativity – We recognise artists as the voice of our culture. We platform artists to move, to make, to innovate, to create. We see creativity as a gateway to knowledge and we encourage all those who participate in Project X activity, to be empowered with historical knowledge and its contemporary impact in every context they move in.

Care – We work with care for the artists, for the art forms, for the participants, for the culture, and for the community. We kindly recognise and acknowledge the multiplicity of trauma that people of the African and Caribbean diaspora carry with them each day, particularly in the context of Scotland, and we approach this trauma as witnesses, allies and friends. We draw from our own lived experiences to offer recognition, responsiveness, and genuine care.

Collaboration – Recognising the multidisciplinary nature of African and Caribbean diasporic performance and that many unique voices represent the African and Caribbean diasporic experience, we aim to work collaboratively and across art forms. Our work is delivered in collaboration with a wider team of over 50 freelance artists and practitioners who identify as BPOC, from choreographers, performers, dance artists and musicians, to producers, designers, filmmakers and

photographers. We work together through equitable exchange and conversation, co-piloting towards our shared destination.

Celebration - Creating joyful and welcoming community anchor points that centre and celebrate African and Caribbean diasporic culture and heritage. We believe that working for racial justice must include time for celebration and moments of joy or this vital antiracist work will not be possible.



The Role: Objectives and What You Will Be Doing

This person should have experience in overseeing operations within an arts, advocacy or community organisation, as well as experience in human resources, finance, and communications. The ideal candidate will be an attentive listener and communicator who has an adept ability to hold responsibility and collaborate across a range of areas.

Please note, this is a newly developed, fixed term role within the organisation. We anticipate that the scope of the role will be defined further once the selected applicant is in post. As a small, ambitious company, we are excited for the candidate to be part of our growth.

Key Aspects Of The Role:

- Financial management

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- Review and improve organisational effectiveness by developing processes and policies, overseeing employees, establishing a generous, productive, and supportive work environment, and implementing innovative changes to support the continued successful delivery of the organisation.
- Contribute to strategic plan: best practice delivery of programme activity; and seek out opportunities for expansion and growth by developing new business relationships and/or funding opportunities
- Provide guidance and feedback to wider team, strengthening specific knowledge/skill areas from peer to peer
- Monitoring and evaluation, including meeting reporting requirements from key funders.
- Build the sustainability of the organisation and support the continued successful delivery of the Project X programme.
- Representing company to different stakeholders (artist community, funders, audiences, partners, sector)
- Supporting and contributing to a small and growing company with a commitment to collaborative working practices
- Adhere to company values (Knowledge and Creativity, Care, Collaboration, Celebration - detailed in full at end of job description) in the delivery of all work.

Responsibilities

Financial Management

- Accurately process and record all income and expenditure, through banking and company accounting software (Xero)
- Manage and report programme budgets -reporting to co-directors, the Project X Advisory Committee, and reporting to funders.
- Management Accounts - leading on providing annual and quarterly reports
- Designing and Implementing financial policies

Office Management & Human Resources

- Contracting staff and freelancers
- Day to day operations management of team: processing holidays, TOIL and pensions
- Maintaining team training and certificates, and relevant sector standards
- Management of Office supplies and systems (including maintaining databases, accounts)

Strategy and Policies

- Creating new and updating existing policies: Financial, Equality Opportunities, Environmental, Fair Work, GDPR etc
- Environmental Sustainability: Implementing systems to monitor and reduce the carbon footprint of the Programme

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- Fundraising: Identifying potential funding & maintaining fundraising database
- Contributing to fundraising activity
- Contributing to company strategy, programme plans and Risk Registers (including mitigate and respond to risks caused by the climate crisis)
- Keeping informed with statutory requirements and sector best practices, working with the core team to implement these in our operations



Image credits

(image 1 shows the Project X Creative Team working on *Artist Voice 2022* - page 3; image 2 shows Emmanuella Dampsey, recipient of the Project X Artist Voice Residency 2022 - page 4; image 3 shows Chinyanta Kabasso and Laura Mathana, recipients of the Project X Artist Voice Residency 2022 - page 6)

Person Specification

This role is for an individual who can work in Scotland. The successful applicant will be asked for documentation which shows they are able to work in UK - such as a UK passport, birth or adoption certificate, VISA share code, or immigration documents etc

	Essential	Desirable
EXPERIENCE & QUALIFICATIONS		
<ul style="list-style-type: none"> • Personal Experience of African Caribbean culture/heritage or working with organisations and communities championing African Caribbean culture/heritage 	x	
<ul style="list-style-type: none"> • At least 2 years of experience in an equivalent role 	x	
<ul style="list-style-type: none"> • Experience of book-keeping and financial management - such as quarterly budget reports, reconciling budgets, cash flow 	x	
<ul style="list-style-type: none"> • Experience processing bank entries including making online bank payments and all financial transactions - Working knowledge of supplier invoices, direct debits, VISA payments, Paypal payments, expense forms, HMRC, other 	x	
<ul style="list-style-type: none"> • Experience reconciling bank accounts using our company accounting software (XERO) 		x
<ul style="list-style-type: none"> • Experience of ensuring all items of income and expenditure are correctly coded, authorised, and VAT is accounted for correctly 	x	
<ul style="list-style-type: none"> • Experience of fiscal responsibilities including managing year end and annual accounts 	x	
<ul style="list-style-type: none"> • Experience or knowledge of contracting co-workers 	x	
<ul style="list-style-type: none"> • Experience supporting and managing co-workers 	x	x

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<ul style="list-style-type: none"> • Experience of managing payroll • Proficient computer literacy and office management systems. • Knowledge of Microsoft Office, Word and Excel or equivalent • Experience of working within creative industries, charitable and third sector • Knowledge of charitable or CIC reporting responsibilities 	<p>x</p> <p>x</p>	<p>x</p> <p>x</p>
<p>SKILLS, KNOWLEDGE AND CHARACTERISTICS</p> <ul style="list-style-type: none"> • Ability to build relationships and work as part of a small organisation • Ability to work flexibility as part of a small team, or on own initiative • Value diversity. Actively respect contributions from all and treat people fairly • Self-motivated with integrity (definition of integrity: being honest with strong moral principles) • Interest in further training and development • A passion for supporting culture, and not-for-profit organisation • Openness to question yourself and work to be better, meet requirements of different individuals, adapt ways of working to be more inclusive • Proficient time management skills and ability to prioritise and organise workload 	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>	<p>x</p>