

magpie DANCE

EMPOWERING PEOPLE WITH
LEARNING DISABILITIES



**Finance Manager
Candidate Pack
2022**

Magpie Dance A Brief Overview

Magpie Dance is the UK's leading dance charity for people with learning disabilities. We have been delivering regular classes, training, workshops, and public performances for people with learning disabilities in Bromley and the South East for over 35 years. Our mission is to enable people with learning disabilities to reach their full personal, social, and artistic potential through dance.



"Magpie Dance has been supporting my son for 16 years, playing a huge part in developing his confidence, creativity and dance skills, and providing opportunities for him to help others as well as to make friends. I truly believe that Magpie Dance has made the biggest impact in his life to [help him] become the confident young man he is."

Parent

We offer lifelong provision, with a core programme of 17 weekly classes for dancers aged 3 upwards. Alongside our weekly programme, we deliver a

range of workshops, trips, and projects to broaden participants' experiences, including with specialist partners such as the Royal Opera House and the Horniman Museum. Participants stage regular performances and national tours, many in high-profile venues such as Sadler's Wells and the Southbank Centre. Across all classes, workshops, and events, we benefit 1,200 participants every year.

Our participants are at the heart of everything that we do and involved in every aspect of our activity. Dancers are empowered to generate ideas, create their own work, and make key creative decisions on how work is shared. They are given leading responsibilities in classes and sessions, and our learning-disabled Ambassadors deliver paid teaching and training, supporting skills and career progression for those otherwise marginalised in the dance sector.

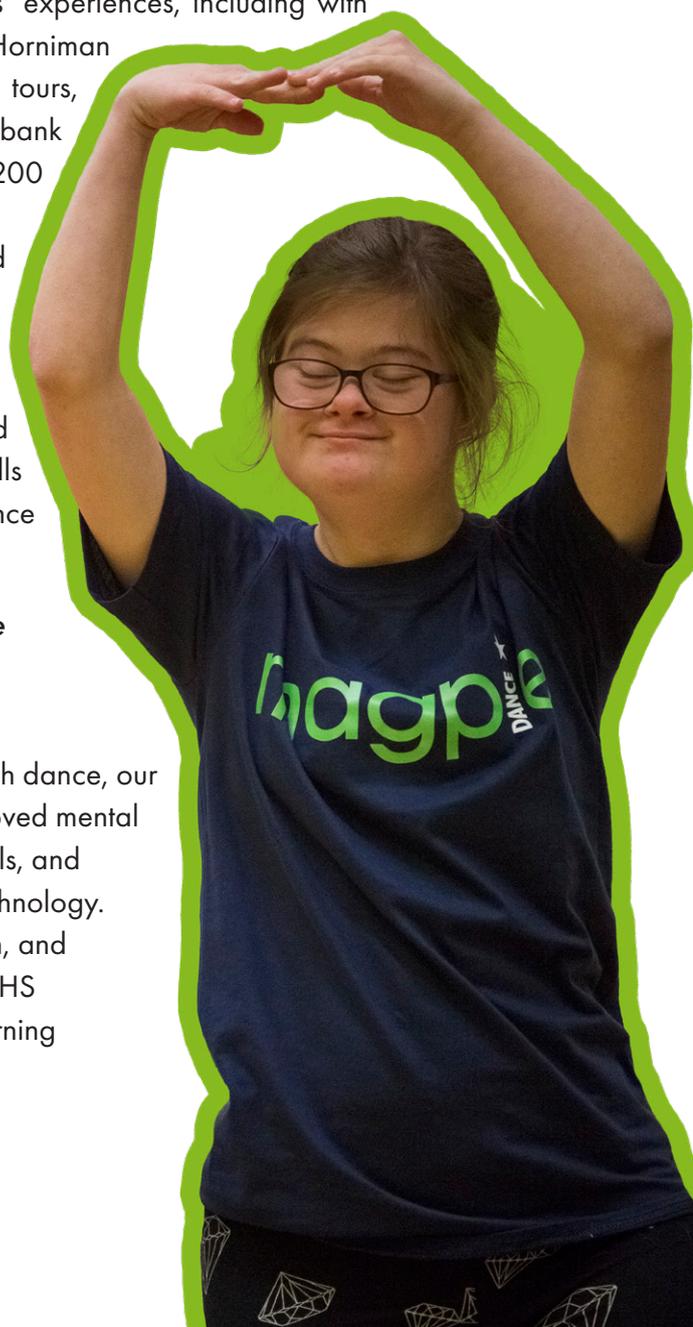
"I always like it when we make work. Magpie staff let me be who I am. With other companies, I don't get to do that."

Participant

Our evaluations show the measurable impact of our work. Through dance, our participants gain increased confidence and independence, improved mental and physical health, increased leadership and choreographic skills, and exposure to different methods of learning, including the use of technology. We also deliver professional training for education, dance, health, and business clients nationally, and we work in partnership with the NHS to provide in-patient work for clients with a range of complex learning disabilities.

To gain a real insight into our work, please watch this video:

[Magpie Dance Overview](#) | [Magpie Dance](#)



Magpie Dance Where We Are Now

In 2017, the charity restructured the Senior Leadership Team with the appointments of Alison Ferrao as Artistic Director/Co-CEO and Laura Graham as Executive Director/Co-CEO. They are supported by a small core staff team and a wider pool of dance facilitators and musicians.

This new structure has allowed us to raise our artistic ambition through a thematic four-year artistic plan that aims to enrich our participants' experience and increase audience reach:

- **WWI: Hidden Impact (2018/19)** explored the contribution made to the war by people with learning disabilities and included a touring and online exhibition, and performances of 15 works co-created with our dancers reaching 2,500 live and 7,000 online audiences. We also harnessed the power of technology, including AR and VR, to explore the theme from different perspectives, making a challenging subject more tangible to both dancers and audiences.
- **Technology: eMotion (2019-21)** explored how technologies such as AR, VR, and robotics can help realise the creative potential of people with learning disabilities and support additional access needs. This work led to two innovative online performances reaching over 500 audiences to experience films created by participants.
- **Global Moves and Grooves (2021/22)** celebrated international dance, bringing on board artists of diverse heritage and giving our dancers the opportunity to engage meaningfully with different cultures and experiences they otherwise wouldn't be able to access. This theme will culminate in a festival and whole-company performance in July 2022.



Responding to the Pandemic

During the pandemic, we adapted quickly and ambitiously to meet the needs of our community. We created a series of twice-daily free online dance classes and a daily film. The classes were a huge success, reaching 1,200 unique participants and totaling 8,100 views. We also introduced live Zoom classes and skills sessions for participants and their families. Over the course of the pandemic, we delivered 175 accessible tutorials, 3 holiday schools, and 500+ Zoom sessions, skills workshops, and screenings. This transformed the way we operate. Learning from this experience and embracing digital, Magpie Dance is currently experiencing an energetic period of growth.



Magpie Dance

Funding

For over 35 years, Magpie Dance has operated and evolved without core funding from local or central government. Our primary source of funding has been through grants from Lottery funders, trusts, and foundations, including the National Lottery Community Fund and Arts Council England. Our turnover has grown over the last few years to £420K in 2021/22 (estimated) from £241K in 2013/14. In 2021/22, grant funding represented 80 per cent of turnover.

Magpie Dance's current ambition is to diversify its income, looking at a broad range of funding streams from traditional sources as well as further developing more recent sources, such as our Friends' scheme, individual giving, and innovative partnerships. We are redoubling our efforts to grow our fundraising by investing in our profile-building and marketing activity, with a new website, increased social media activity, and a focus on growing our reputation within the sector and beyond. We are also applying to join Arts Council England's National Portfolio in 2023-2026 (decision October 2022).

To view our weekly sessions (for a summary of our work) please visit our website:

[Classes | Magpie Dance](#)

To virtually meet and find out more about our Magpie Dance team please visit our website:

[Staff Profiles | Magpie Dance](#)



Vision, Mission and Values

Our Vision

A world where a learning disability is no barrier to personal and artistic success in dance.

Our Mission

To enable people with learning disabilities to reach their full personal, social and artistic potential through dance.

Our Values

People, Access, Challenge, Excellence – PACE:

PEOPLE – Our people come first.

We work together. We listen, share and encourage ideas, support and respect individuals. We focus on ability, not disability.

ACCESS – Our priority is accessibility and increased participation.

We strive to ensure safe, physical access to activities and venues. Our commitment is to increase participation of people with learning disabilities within the cultural sector.

CHALLENGE – We challenge perceptions.

We change perceptions of what people with learning disabilities can achieve. We challenge participants to fulfil their potential and we challenge those they interact with to believe in their ability.

EXCELLENCE – We strive for excellence.

We create high quality artistic experiences and professional practice.



Role Description

Organisation: Magpie Dance
Job Title: Finance Manager
Reports To: Executive Director
Direct Reports: None
Employment Term: Part time, Permanent
Hours: 3 days a week / 22.5 hours per week.
 Office hours are 9am – 5pm Monday to Friday. Successful applicant can select regular working days.

Salary: £35,000 - £39,000 per annum
 depending on experience (salary is FTE, inclusive of London Weighting Allowance and will be pro-rata for working hours above)

Location: Home working plus visits to the office when required (currently Bromley Central Library, High Street, Bromley, Kent BR1 1HA)

Annual Leave: 25 days plus 8 bank holidays and 3 days discretionary Christmas leave.
 Additional day of holiday for each year in post to a maximum of 28 days per annum. This is pro rata for part time roles.

Additional Benefits: Home working allowance: £26 PCM. Telephone expenses: £10 PCM or alternatively a company mobile can be supplied

Probation and Notice Period: The post carries a probationary period of three months, during which time the notice period required by either party is two weeks. Subsequent to a satisfactory review, the notice period increases to two months.



About the Role

Magpie Dance is an award-winning inclusive dance company for people with learning disabilities (PWLD). It is a medium registered charity and has built up a national reputation, delivering regular classes, training, workshops and public performances for over 35 years. Our mission is to enable PWLD to reach their full personal social and artistic potential through dance. As a key member of the Senior Management Team (SMT), the Finance Manager will deliver financial management support to the Co-CEOs, SMT and Trustees. Magpie Dance currently operates on an ideal of a £420k annual turnover.

Key Duties and Responsibilities

Work closely with Board members, the Co-CEO's and the management team to ensure that Magpie Dance finances are well managed. The Finance Manager role is a sole charge "end to end" position from data entry to full suite of management accounts. It is a hands-on role. Key responsibilities will be:

Budget and Financial Planning

- ➔ Working with the Executive and Artistic Directors, create, monitor and control budgets for Magpie Dance Projects and for the overall business.
- ➔ Generate ad-hoc management reports.
- ➔ Driving continuous improvements to optimise our approach.
- ➔ Reconciliation of all balance sheet accounts, including four bank accounts, on a monthly basis.
- ➔ Other tasks agreed mutually with the Executive Director and the Board.

Line Management

- ➔ None, but to liaise with other members of the Magpie Dance team when required.

Day to day accounting procedures

➤ Bookkeeping:

- Inputting purchase invoices, bank receipts and payments. Raising sales invoices as required and related credit control. Checking and paying authorised expenses.
- Managing payments, debtors and creditors to ensure strong liquidity and cash flow.
- Maintaining a comprehensive record of grants and monies received.
- Reconciliation of all balance sheet accounts, including four bank accounts, on a monthly basis
- Working closely with the Operations Co-ordinator to administer termly parent payments – including monitoring, banking of class receipts, and chasing outstanding amounts.

➤ Quarterly Management Accounts:

- including profit and loss accounts highlighting variances against budget; balance sheet showing restricted and unrestricted funds.
- Reporting any significant variances to the Executive and Artistic Directors.
- Working closely to support the Fundraising and Development Manager to supply tailored financial information for applications/approaches to potential funders, and reports to current funders from Magpie Dance's accounting records.
- Maintaining records of Magpie Dance's donations, analysing CAF Giving and processing gift aid claims.

Payroll and Pension

- Processing the monthly payroll [including RTI submission] for four staff once approved by the Executive Director. This is currently run in-house using HMRC own software. There is the possibility this function will be outsourced during the year.
- Submitting the pension scheme reports, ensuring that accurate records are kept and adhere to compliance.
- Monitor holidays, bank holidays and TOIL (time off in lieu) for four members of staff.
- Dealing with ad-hoc HR issues and queries as they arise.
- In consultation with the Executive Director, issuing timely contracts to freelancers and save to SharePoint.

Year-end accounts and Independent Examination

- Liaising with the Magpie Dance Treasurer for preparation of Year End accounts and Statutory Statements in accordance with relevant legislation.
- Supplying the Independent Examiner with all necessary reports and schedules. Reviewing draft accounts with the Treasurer. Arranging for signatures, distribution and filing of signed accounts.

Generic

- To be a key member of the Magpie Dance Finance Committee, preparing papers in good time, attending meetings, and taking minutes (approx. 5 times a year).
- To work with the Magpie Dance Treasurer to ensure there is a robust system of internal control and to ensure the Finance Policy is fit for purpose, highlighting areas that can be developed for management consideration.
- In consultation with the Board secretary, submission of statutory returns as required e.g., to Companies House and the Charity Commission.
- Organising and Managing Magpie Dance's annual insurance – liaising with the provider and broker.
- Liaison with statutory authorities as required e.g., HMRC
- Saving all work to Magpie Dance's SharePoint to comply with GDPR and Magpie Dance's Data Protection policy.
- To coach, support other staff to understand financial information when required.
- To optimise and streamline Magpie's accounting procedures to drive efficiencies and help the company to scale.
- To attend occasional meetings, present budgets at 2 board meetings annually (evenings; approx. 6.30pm-8.30pm), training sessions and other events, which may sometimes take place outside normal working hours.

Wider Areas

- ➔ To support Magpie Dance to proactively develop and encourage environmentally sustainable practice.
- ➔ To support Magpie Dance in being an inclusive and diverse organisation.
- ➔ Developing a positive environment and awareness of finance matters across the company.
- ➔ Gaining an appreciation of the work of Magpie Dance and to be involved, wherever possible, in the activities, performances and events of the charity.
- ➔ At all times to carry out duties and responsibilities adhering to Magpie Dance's policies and procedures.

Person Specification Experience

Drawing upon involvement in previous and current employment, education, training and personal experiences, applicants are sought with experience in the following areas:

	Essential	Desirable
Accounting qualification: ACCA/ACA/CIMA part or fully qualified or AAT level 4 plus minimum 2 years breadth of experience.	✓	
Experience of fund reporting for the charity sector and small companies statutory reporting requirements. Understanding of Charity SORP		✓
Knowledge and experience of Charities and Companies House annual returns		✓
Experience of Sage or similar accounting software	✓	
Producing accurate and clear management accounts	✓	
Excellent working knowledge of budgets, budget preparation, monitoring of budgets and cash flow forecasting	✓	
Ability to produce written reports and analysis from financial data and to convey these verbally	✓	
Exceptional skills in Word and Excel and a good understanding of Microsoft Office skills	✓	
Excellent analytical skills and attention to detail and accuracy	✓	
Excellent communication and presentation skills & ability to meet tight deadlines	✓	
Able to demonstrate decision making skills and respond to a variety of financial enquires and give advice	✓	
Able to work independently on own initiative and constructively as part of the team and develop the job	✓	
Ability to attend meetings of the organisation out of normal office hours as required		✓
Experience of the HMRC payroll system and an understanding of pension's policies and procedures		✓
Good working knowledge of HR policies and procedures		✓
Ability to maintain strict confidentiality of information received (including GDPR) and processed as part of the job role	✓	
Friendly, adaptable, approachable and supportive manner	✓	
Resilient, collaborative and ability to work in a fast-paced environment with constantly changing priorities	✓	
Ability to creatively problem solve with limited resources	✓	
An appreciation of Magpie's ethos and values	✓	



This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

How to Apply

To apply, please submit your CV and a brief supporting statement (up to two pages) or video/audio recording (up to three minutes) that speaks to your interest in this role and in Magpie Dance, plus what relevant skills, experience and connections you can bring to the role. If you wish to apply via video/audio recording, please provide a link to download the recording from a file-hosting service such as Dropbox or WeTransfer.

Applications should be sent to Laura Graham, Magpie Dance's Executive Director at lauragraham@magpiedance.org.uk.

Application deadline: Midday, Tuesday 7th June 2022

Interviews: To take place the w/c 13th June 2022

Magpie Dance is committed to continuing to make diversity, equity and inclusion part of everything we do - including how we build our workforce. We want an organisation that is reflective of the society we are based in and encourage applications from individuals regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage/civil partnerships.

Thank you for your interest – we look forward to receiving your application.

www.magpiedance.org.uk

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