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JOB TITLE

Finance Manager

ABOUT QEST

QEST, the Queen Elizabeth Scholarship Trust, transforms the careers of talented and aspiring craftspeople by funding their training and education at pivotal moments in their craft journeys to excellence. Founded by the Royal Warrant Holders Association in 1990, the charity has awarded £6.5 million to almost 800 makers working across the UK in a broad range of traditional and contemporary craft skills.

HM The King is the charity's Patron.

Regularly receiving over 450 applications per year for its Scholarship, Emerging Maker and Apprenticeship Programmes, QEST awards around 60 individual grants per year, some £500,000. In 2023, across all its programmes, the charity gave away a total of £763,000, the largest amount in any one year since its inception. Our aspiration is to increase our giving to £1 million + by 2025/26.

Partnerships are key to QEST's development, enabling the charity to broaden its impact and develop a diverse pipeline of creative and craft talent, strengthening the UK's craft sector.

In November 2022 we launched a partnership with the National Saturday Club to create Craft&Making Clubs for 13–16-year-olds across the UK, many from disadvantaged and under-represented communities. In Autumn 2023, we launched two further programmes and charity partnerships; *Know-How Craft Studio* with Intoart– a pioneering visual arts organisation for people with learning disabilities; and *Making the Future* with Education and Employers, raising awareness of the opportunities to study and work in craft and making amongst secondary school children, teachers and parents.

For further information on QEST, its programmes and directory of makers go to www.qest.org.uk

MAIN PURPOSE OF THE ROLE

This is an opportunity for an experienced, qualified, pro-active and motivated finance professional, with meticulous attention to detail and accuracy, to work within a small team of nine. This new full-time role (currently part-time) reflects QEST's growth and ambitions.

The Finance Manager will be responsible for providing day-to-day financial processing, management and reporting; and, with the CEO, for providing medium and long-term financial planning and analysis in support of the growth strategy. The role will involve responsibility for systems' maintenance and development, business process improvements and building/facilities management of the offices at No.1 Buckingham Place, Victoria SW1.

The role will be primarily based at No.1 Buckingham Place, although we can support some agile working.

KEY TASKS AND RESPONSIBILITIES

The role will include (but not limited to):

- Processing and payment of all invoices, expenses; and grants (to individuals and training providers), ensuring appropriate approvals, accurate and compliant filing and storage on internal systems
- Raising of invoices and liaison with suppliers, including debt collection, as required
- Building/facilities/utilities management relating to QEST's status as Freeholder and Landlord of the premises at No.1 Buckingham Place
- Processing of all invoicing and recharges relating to QEST's role as Freeholder and Landlord, including rent, service charges and other services including insurance, utilities, IT and telephony
- Processing and reconciliation of bank transactions, with regular reporting to the CEO on cash status and projection
- Management of payroll and pension arrangements (with the payroll provider)
- Production of monthly management accounts for review by the CEO and Treasurer, including full written commentary on any variances, as necessary
- Preparation of financial papers, including analysis, for quarterly review of the Finance Sub-committee; and quarterly meetings of the Trustees' Board

- With the CEO, preparation of the Annual Budget for approval by the Trustees' Board (December)
- Preparation and management of year end accounts and processes, including liaison with auditors, as required
- Production of all income and expenditure and balance sheet accounts, journal adjustments, including accruals and pre-payments
- Preparation and filing of company tax returns, liaising with HMRC and auditors, as required
- Filing of Accounts with Companies House and the Charity Commission; as well as any changes to Directors (Trustees), and other legal and statutory requirements (eg Confirmation Statements) as required
- Undertaking of ad hoc project work, including evaluation of current business processes and practices relating to the finance function, and recommending and driving improvements

PERSON SPECIFICATION

Qualifications, Skills, Experience

- Qualified Accountant (CIMA/ACCA/ACA)
- Previous experience in a similar role – ideally within the charitable/not for profit sector
- Working knowledge of Sage 50 accounting package
- Highly computer literate, with strong Excel skills (eg pivot tables, V-Look Up)
- Working knowledge of charity governance and legal requirements relating to the finance function
- Working knowledge of tax, with particular reference to VAT and Gift Aid and how they relate to charities
- Payroll and pensions experience
- Experience of writing financial reports for senior management and boards

Other Qualities and Attributes

- Willingness to work hands-on, with an ability to translate strategy and planning into action, work to deadlines and prioritise and work effectively under pressure
- Organised and methodical, with meticulous attention to detail and accuracy
- Excellent written and oral communication skills, able to liaise with a wide range of individuals – colleagues, alumni, trustees, suppliers, partners
- Ability to work effectively and collaboratively within a small team, as well as independently
- Self-motivated with a pro-active, flexible, can-do attitude and ability to use initiative

CONDITIONS OF EMPLOYMENT

Role: Finance Manager, reporting to the CEO
Salary: £50,000 (25 days' holiday, statutory pension, sick pay)
Hours of Work: Full-time, 35-hour week
Location: London, Victoria, SW1

Equity, Diversity and Inclusion statement

QEST believes that diversity of all kinds enriches its mission to support and champion excellence in craft and making. It is committed to achieving greater equity, diversity and inclusivity (EDI) across the organisation; its wider network and amongst those it supports and the wider craft industry. **QEST's Equity, Diversity and Inclusion statement can be seen [here](#)**

HOW TO APPLY

Please include a CV and supporting statement, ensuring that you align your supporting statement with the job description and person specification.

We have provided this information online so that it is as accessible as possible. However, if you need this information in a different format, please email jobs@qest.org.uk

We particularly welcome applications from candidates who consider themselves under-represented in the arts, crafts or education sectors.

Please submit your CV and supporting statement by 5pm Wednesday, 17 July to jobs@qest.org.uk

We prefer applications to be emailed but if you wish to submit a paper application, please send to Louise Rains at QEST, 1 Buckingham Place, London SW1E 6HR.

First interviews, in-person, will take place week beginning 22 July.

Second interviews, in-person, will take place week beginning 29 July.

Please note that you will only be contacted if you are invited for interview.

Data Protection

All applications will be processed in accordance with General Data Protection Regulations (GDPR). All applications will be held for a period of six months for the purposes of consideration for future roles, after which point they will be securely destroyed. If you do not wish for your application to be held for this duration, then please notify us by emailing; info@qest.org.uk

QEST is a UK-registered charity (no 1152032) and company limited by guarantee in England and Wales (no 08339899).