

Peckham Platform

Finance Manager Application Pack March 2022



Emotional Mapping exercise with Resolve Collective, 2021. Image by Sadé Elufowoju.

Background Information:

Peckham Platform is a cultural organisation with a civic duty. Our vision is of a more connected society and we are dedicated to creating positive change through meaningful social art, delivering projects where local communities and artists work together at each stage to provide a programme that is uniquely responsive and relevant to place. Since 2010, we have fostered new collaborations between our local communities and prominent social artists; to co-produce bold new artworks that create open platforms for civic enquiry.

In 2023, we will launch our new venue on Peckham Square, working in partnership with London Borough of Southwark. Our new home will be at the heart of an ambitious new vision for Peckham Platform. With five times our previous footprint and new facilities; we will become a welcoming centre for creative civic engagement and community participation. With new gallery spaces, learning facilities, and a dedicated Social Art Resource we will expand our activities, doubling our audiences, the number of participation opportunities we offer, and increasing our ability to create transformational artistic opportunities for communities facing the greatest need in Peckham and beyond.

Peckham Platform

We operate in Peckham, with 71% BAME* local residents and over 40% young people - one of the highest ratios in the country. Peckham is changing rapidly, with a borough-led strategy for regeneration providing significant investment in the area in recent years and new businesses and communities moving to Peckham. Within this, a cultural scene is burgeoning, with outstanding cultural spaces and innovative creative industries emerging.

Inequality is growing, existing communities are being displaced and marginalised, and the benefit of new investment is often being felt only by a narrow cross-section of residents. Lower overall deprivation masks the continuing challenges facing Peckham, which is historically one of the most deprived areas in the country; 84% of the population live in the most economically challenged quintile nationally; 34% of children live in low-income households; unemployment is at 15%; and it is ranked in the 12% highest crime spots in England. The situation has become critical in the context of sweeping cuts to public services decimating Peckham's support structures.

This inequality of access and opportunity is becoming even more apparent in Peckham at this time of rapid development. Operating within this complex landscape of urban change, Peckham Platform is committed to addressing social inequalities, promoting cultural democracy, and initiating long-term relationships with the arts across communities of need. Young people are at the heart of this process, as collaborators and audiences. Through our learning programmes, we use creative practice to explore alternative pedagogies that place young people at the centre of their educational development.

Our mission is more important than ever as we face a national crisis that spans social, environmental, economic, political and cultural fields. In this challenging context, the social value of art is being given more attention. Cultural organisations are increasingly experimenting with delivering more socially relevant work and look to Peckham Platform as a model of best practice. Our new venue is essential to helping us to expand our work to meet the needs of our community and the sector.

We believe that Peckham's public spaces can be reclaimed by residents as welcoming areas to come together; reinvigorated through performances, exhibitions, artistic interventions, and more. Our locality's vibrancy will be celebrated, recognising the diversity of experiences and histories that contribute to Peckham's unique identity, equally.

***BAME** is a problematic term and we agree with its many [critics](#) within the sector and beyond. We use this term here as a reminder that this term remains in use in "official" data such as the census.

Peckham Platform



Attendees of Birungi Kawooya's Mindful African Art Class, 2021. Image by Sadé Elufowoju.

Artistic Programme

Our artistic programme strives to be both relevant and supportive to artists and the communities with whom we work. Reflecting our values and concerns as a cultural organisation with a civic duty. We are committed to community-led co-commissioning and creating a genuinely collaborative process.

For each commission, we focus our work on engaging communities that are at risk of being marginalized in the cultural mainstream, platforming groups to explore the issues that arise with them. In the past, this has amplified the voices of womens' youth services, disability, mental health, and substance abuse recovery groups. We maintain a joint decision-making process with communities right through to the exhibition, installation or event.

Our new home will provide a larger, redeveloped gallery that welcomes these communities and more to a permanent and resilient home for our ground-breaking work, building on 10 years at the forefront of social art.

Our current co-commissioning programme includes a three-year project funded by Catalouse Gulbenkian Foundation, Esmée Fairbairn and Big Lottery titled Create Civic Change. A cross-generational, cross-cultural project capturing our community's response to a rapidly changing Peckham.

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Visit to Tate Modern led by artist Beverley Bennett with Leaders of Tomorrow and Peckham Park Baptist Church Youth Group, 2019. Image: Ruth Sewell.

Learning Programme

Our work with young people currently includes Arts Awards and Youth Platform, a creative in-house initiative that develops agency in young people facing multiple factors of disadvantage in Peckham. Funded by Charterhouse Southwark and the Portal Trust, in the last 3 years, we have nurtured an effective model of progressive participation, from often first out of school arts engagement, to becoming creative leaders with the skills and confidence to pursue pathways in the creative sectors. This work will be central to our organisational growth moving forwards. The learning programme is currently going through a development process to increase our offer for more people across the ages.

"Peckham Platform has proven itself to be a shining beacon in bringing together artists' practices and community interest to embed contemporary art in a great unfolding programme of productive dialogues in London" Sonia Boyce, MBE, Artist

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Company Information

Peckham Platform is a registered charity and company limited by guarantee. Its annual turnover is around £380,000 with over 20% of its budget allocated to artistic programme. A National Portfolio Organisation of Arts Council England (receiving £75k pa), the organisation relies on fundraising and commercial income generation to deliver its creative and business plans.

Peckham Platform has a core part time staff of 6 with a further people working on project funded contracts, equating to a team of four as a full time equivalent. We are committed to creating a diverse workforce, offering flexibility within employment contracts, widening access to careers in the arts for volunteers, interns, apprentices and placements, and ensuring all staff have personal development plans to enable them to progress their career.

The Board of Trustees consists of ten members who lead the Charity and oversee the organisation in many ways. Trustees each bring unique skills and lived experiences to the organisation and contribute to the success of Peckham Platform.

You can read more about who we are; our vision, mission and values and learn more about our team on our [website](#).

Access support

We are committed to meeting reasonable adjustment, to meet access requirements and supporting all team members to apply to Access to Work to cover relevant costs. Access support is available for all applications, including alternative formats. If you prefer to meet one of our team or talk through this job pack, please contact recruitment@peckhamplatform.com or call 020 7358 9645

Equal opportunities

Peckham Platform is an equal opportunities employer, and actively encourages applications from groups currently underrepresented irrespective of gender identity, sexual orientation, marital status, race, religion, nationality, ethnic origin, disability or age. This applies whether in relation to terms of employment, conditions of service or opportunities for training. Individuals are selected and treated on the basis of their relevant merits and abilities, and no one is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

Our Anti-racism pledge and action plan

Our workforce reflects the demographics of Peckham and we actively support the anti-racism agenda. In terms of recruitment, we do this by ensuring that; all our roles are advertised, at least one person of colour attends every interview panel; people that are interviewed will get a chance to meet someone from the team to give insight to the organisational culture, as well as a chance to ask questions outside of the interview. We will offer feedback to everyone we interview. We strive to hire people with lived experience represented in the communities that we work with. We have relevant policies and procedures in place to ensure that our workplace is safe and welcoming.

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JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Finance Manager – 1 day per week

Salary: £20ph

Accountable to: Executive Director

Hours: Minimum 7.5hrs per week

Location: Quay House 2C, Kings Grove,
London, SE15 2NB

Purpose of Role:

Underpinning the development of the organisation this role is key to ensuring our future resilience of Peckham Platform as it moves into its new and expanded building on Peckham Square.

You will manage effective systems for the charity's finance, monitoring income streams from Trusts and Foundations and earned income as well as capital development, and overseeing exhibition and project budgets. You will manage key reporting procedures and processes.

Duties and Responsibilities:

- Administer and oversee the day-to-day finances of the Charity, ensuring policies, procedures, and systems are complied with.
- Overseeing end-to-end finance operations, financial planning and analysis, balance sheet reconciliations
- Produce accurate and timely quarterly management accounts at charity and project level, incorporating an on-going cash flow forecast and monitoring both restricted and unrestricted funds as well as reserves.
- Assist Executive Director in the production of finance reports to provide accurate updates and reporting of the figures to the Board of Trustees.
- Monitor and report on cash flow, highlighting pinch points and advising Finance and Business Trustee and Executive Director.
- Compile core funding and project budgets into the yearly budget and 3 yearly business plan
- Management of Purchase ledger ensuring Invoices are posted and accounted for correctly in quick books, and paid appropriately.
- Produce Sales invoices, chase and reconcile payments, and process grants receipts
- Ensure proper financial records are maintained and produce monthly reconciliations of control accounts including Bank, Petty Cash and Payroll liabilities.
- Manage the control of all assets such as fixed assets, inventory, cash & debtors.
- Attend Finance & General Purposes (F&GP) meetings and Capital & Fundraising Subcommittee where appropriate, liaise with Finance Trustee as necessary.
- Assist the Executive Director with reporting requirements as they arise, including grant submissions to funders and quarterly reporting to the Arts Council of England
- Implement and update new accounting systems and procedures to ensure robust and seamless management of Capital finances
- Produce year end accounts and schedules, liaise with auditors regarding these and all necessary accounting matters, providing assistance with audit and ensuring recommendations are implemented

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- Liaise with Payroll bureau to ensure staff salaries are paid accurately
- Establish and monitor auto enrolment of staff alongside payroll bureau
- Provide advice and assistance in financial matters, highlighting any legal or advisory issues. To periodically check that the VAT thresholds and Payee requirements and being adhered to
- Develop and maintain well-organised administration and filing systems
- To work closely with operational and office staff to provide seamless service provision
- To carry out any additional and reasonable duties as required.

Person specification

Essential:

- Have relevant accounting qualifications
- Be experienced and have a proven track record of working in the Charity sector
- Experience of using Quick Books
- Experience of managing multiple budgets feeding into one organisational budget
- Be determined, proactive, accurate and hands-on
- Working well under pressure in a fast-paced team environment
- Be organised and thorough with good attention to detail
- Be a quick learner and be willing to develop new skills and show initiative
- Be personable/confident/supportive/understanding when dealing with contracts, funders, trustees and colleagues
- Enjoy taking on responsibility - Have good numeracy and literacy skills
- Have good computer skills including experience using Microsoft Excel and Microsoft Word
- A commitment to equality, diversity and inclusion

Desirable:

- Experience of working with an Arts Council England NPO organisation

Specific Management Responsibilities:

Budgets: Capital, organisational and programmes.

Staff: none currently

How to apply

To apply, please send us your application

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1. As a written statement of no longer than 2 pages; and/or an audio/video presentation of up to 5mins. Please tell us how you meet the person specification for the role. We would really like to hear why this role is an exciting move for you and what skills you would like to develop.
2. A supporting CV no longer than 2 pages, that demonstrates your skills, knowledge and experience.
3. Please also include earliest start date and names of two referees (only contacted after seeking permission)

Complete the [Equal Opportunities Monitoring form](#) (this is for monitoring purposes only and will be detached from your application).

If you would find it more accessible to complete any part of this application in a different format, please email recruitment@peckhamplatform.com

Application Deadline: Midday, Monday 25th April 2022