

Finance Manager Job Pack 2026



Image: *Meikle Lippis, Josie KO, part of Satellites Programme, 2024, Collective © Sally Jubb*

Collective is looking for a qualified accountant to work with us as Finance Manager, supporting the sound financial management of the charity and our trading enterprises, including quarterly reporting to our Board, and overseeing the annual audit.

This role is offered as a freelance contract, although we are also happy to discuss a part-time PAYE contract, if preferred.

Collective strives to ensure that our opportunities are accessible to all. If you have any questions, please contact us at recruitment@collective-edinburgh.art and we will direct your question to the best person to answer it.

The closing date for applications is midnight on **Sunday 29 March 2026**.

This pack provides the following information to help you apply for the job:

- About Collective
- Role Description (key responsibilities and main tasks)
- Person Specification (knowledge, skills, experience)

- Access and How to Apply



Image: *Smashing Monuments*, Sebastian Diaz Morales, Collective 2023 © Eoin Carey

About Collective

- **Who we are:** Collective is a free contemporary art centre that commissions and presents new work by emerging and established artists.
- **Where we are:** Our galleries, library, retail and catering offer are housed in the restored City Observatory on Calton Hill, an iconic and storied site that combines remarkable architecture, green space, and panoramic views of the city
- **What we do:** We run exhibitions, learning programmes, events, and engagement activities, supporting artists while welcoming a wide and diverse public.
- **Our values:** We believe in the public value of our work and in being bold, inclusive, collaborative and experimental.
- **Our business model:** Collective is a registered charity and company limited by guarantee, which since 2018, has incorporated a wholly owned trading subsidiary, allowing us to run a 'mixed economy' model, balancing public funding, philanthropy and self-generated income, in order to ensure the long-term sustainability of our organisation in delivering its mission. The Trading Company gifts 100% of its surplus to the charity.

To read more about our Mission, Vision and Values and current and historic programmes please visit our [website](#).



Image: *Collective Gala 2025*, © Sally Jubb

Job Description

Job Title: Finance Manager

Fee: **£18,000 per annum or £40k pro rata**

Duration: Permanent

Reports to: Director

Working Hours: 60 days per year (freelance) or 1.5 days per week

Location: Remote, with attendance at onsite meetings as required

To Apply: Please submit a cover letter and CV to recruitment@collective-edinburgh.art.

If you have any questions in advance of applying, or would like to have an informal conversation with the Director about the role, please contact sorchacarey@collective-edinburgh.art

Closing Date: **Midnight on Sunday 29 March 2026**

Interviews: **Week commencing 6 April 2026**

Start Date: Handover period with current post holder - May 2026
With full role commencing from June 2026

Scope of Work

As Finance Manager you will work closely with the Director, Board of Collective, Finance and Admin Coordinator and the Collective team to support the sound financial management of Collective.

The Finance Manager provides freelance accountancy and financial management services on an as required basis, but constituting approximately 60 days work per year.

Day to day finances including issuing and processing invoices and payments, and monthly bank reconciliations, are managed by the Finance and Admin Coordinator. While the Finance Manager does not line manage this role, they will need to work closely with the post holder, and provide expert guidance and support where needed.

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Key Responsibilities

Main tasks include but are not limited to:

Finance

- Production of quarterly management accounts and finance report for the Board
- Production of quarterly VAT returns
- Preparation of financial statements for audit and point of contact with auditors
- Review of monthly payroll submission
- Manage month-end processes and reconciliations
- Bank signatory and responsible for dual authorisation of bank payments
- Quarterly financial reporting to AHF
- Preparation of annual budgets for Board and Creative Scotland
- Submit required information annually to external bodies including Companies House and OSCR
- Prepare calculations annually for the external Accountant to submit MGETR claim to HMRC
- Preparation and submission of year-end returns and liaison with Inland Revenue on all related matters
- Lead annual insurance renewal for Collective

- Liaise with City of Edinburgh Council regarding Non-Domestic Rates
- Assist the Director as required in the preparation of budgets, funding applications and reports

Administration

- Attendance at Board meetings (Charity and Trading Company)
- Attendance at Finance Committee meetings
- Annual review (with the Finance Committee) of Collective's Finance Policies, recommending updates as required
- Attendance at SMT meetings (bi-weekly)
- Regular meetings and liaison with the Finance and Admin Coordinator
- Represent Collective externally as required.

Other

- Adhere to Collective policies and procedures in all transactions
- To uphold standards in all communications, both internal and external
- Ensure that Collective's Vision, Mission and Values are reflected in the delivery of the role
- Undertake any other duties as requested by the Director that are appropriate to the post-holder's skills and experience, and which may be required to ensure the smooth financial operation of Collective

Person Specification

Knowledge, Skills, Experience

Essential

- Professional accounting qualification (e.g. AAT, ACCA, CIMA)
- Minimum 5 years experience in finance, accounts, or financial management
- An understanding of charity finance and company law
- Knowledge of key accounting and financial software programmes
- Ability to prioritise and meet regular deadlines
- Excellent attention to detail
- Excellent verbal and written skills to support administration and communications
- Ability to work collaboratively with colleagues and be an effective team member
- Demonstrable ability to implement and maintain systems
- Understanding and commitment to Collective's Vision, Mission and Values.

Desirable

- Experience preparing payroll
- Knowledge of Ezzybills and Xero Accounting Software
- Experience of working in a small team
- Interest in the arts

Access and How to Apply

Access

Collective strives to ensure that our opportunities are accessible to all and recognises that disabilities and restraints on an individual's capacity take many forms and are not always visible. As part of the application process, we invite applicants to complete or adapt the Access Document template available on our website.

Access Fund

A small fund is available for individuals who need support in the completion of their written application. This fund could be used to support applicants who identify as having disabilities or caring responsibilities. Funds can be used toward costs such as additional support in the form of a scribe, proof-reader or assistant, childcare or support with care. Please get in touch to discuss your needs via recruitment@collective-edinburgh.art or 0131 556 1264.

Equality, Diversity, Inclusion and Belonging

Collective believes that a greater diversity of views, skills, and lived experience will help generate better ideas, and will lead to better working. We encourage a diverse range of backgrounds in our staff team, in particular, members with lived experience of socioeconomic disadvantage, or inequality relating to protected characteristics including:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

How to Apply

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