

## **BUSINESS MANAGER**

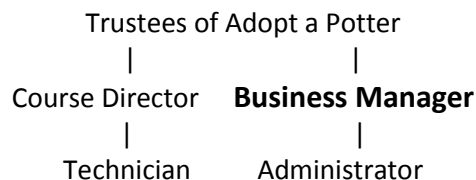
### **Purpose of the Job**

Responsible to the Trustees for managing the day-to-day business of Clay College Stoke, in the setting up and successful running of:

- the 2 year full-time ceramics skills course
- masterclasses
- evening classes
- Easter and summer courses
- the gallery and exhibitions
- lectures and events
- any additional courses as required by the Trustees

### **Context**

- Reporting to: the Trustees of Adopt a Potter Charitable Trust
- Responsible, with the Course Director, for the successful running of the college
- Supervision of the administration and financial reporting
- Responsibility for 1 permanent member of staff, visiting teachers on temporary contracts and volunteers
- Key Relationships: Director, Administrator, Middleport Pottery, UKHBPT, Trustees of Adopt a Potter
- Organisation Structure:



### **Need to do**

- Administer the finances of the college, ensuring that financial records are accurate and that financial procedures are maintained: monitoring all income and expenditure accounts, ensuring that management accounts are prepared accurately and in a timely fashion
- Organise and maintain tax documents and records and calculate and initiate tax payments in order to comply with tax authority requirements.
- Manage funding applications and liaise with the external auditors
- Manage the performance of the Administrator including recruitment, training and development
- Organise and manage the contracted teachers, selected by the Course Director for the masterclasses, evening and weekend classes, as well as any volunteers and the student rota for the gallery
- Ensure compliance with employment, charity and company law
- Ensure appropriate health and safety policies are in place and actioned

- Co-ordinate the daily management of the Prince of Wales studios, including developing and maintaining a good relationship with the UKHBPT
- Develop and maintain the content of the Clay College Stoke website
- Manage the marketing and publicity of the College through social media, including overseeing the maintenance of the College's website and Facebook, Twitter and Instagram accounts
- Co-ordinate the accurate and expedient administration of all student applications. Support the Director in the selection of new students.
- Administer admissions, including issuing offer letters, processing admissions and the timely collection of fees.
- Responsible for the maintenance of the student database and student website.

The above list is not exclusive or exhaustive and the job holder may be required to undertake such other duties as may reasonably be required by the Trustees of Adopt a Potter.

### Need to know

#### Skills/Knowledge:

- Substantial financial management experience with an understanding of preparing, reviewing and presenting budgets, management and financial accounts and other financial information
- Experience of recruiting staff and monitoring their performance
- Understanding of employment and health and safety law
- Commitment to, and understanding of, equality and diversity
- Excellent computer skills preferably including social media tools
- Experience in the negotiating/monitoring of statutory funding, or the ability to demonstrate this capability
- Experience of providing customer-focused and/or membership-focused services
- Retail management and/or marketing experience
- A background in the arts and crafts sector and/or ceramic sector knowledge
- Budget management
- Organisational planning

#### Experience:

At least 3 years of management experience (preferably, within a commercial trading company, membership or arts organisation)

#### Qualifications:

An accounting or financial management qualification

### Need to be

- Independent decision maker (essential)
- Able to work as part of a team (essential)
- Organised (essential)
- Able to work flexibly, including on occasional evenings and weekends (desirable)