

**PART TIME
POSITION**



PERSON SPECIFICATION

JOB TITLE: Finance Manager

REPORTS TO: Business Director

DIRECT REPORTS: Theatre Bookkeeper

PRIMARY VENUE: Theatre Royal Winchester

HOURS: 24 hours a week across 3 or more days to suit

SALARY RANGE: £35,000 - £40,000 pro rata depending on experience

JOB PURPOSE:

The Finance Manager is responsible for the day to day management of the Live Theatre Winchester Trust company finances. The Trust runs both Theatre Royal Winchester and Hat Fair. The role includes facilitating the timely management of the purchase ledger, bank payments, tax affairs, and delivering monthly management accounts and year end accounts. You will ensure rigorous financial controls and ongoing monitoring processes are implemented so that the financial efficiency and sustainability of the business is maximised. The Finance Manager must be able to actively contribute to budgeting, forecasting and the ongoing development of the financial strategy of the organisation.

KNOWLEDGE/EXPERIENCE/SKILLS NEEDED:

Essential

- Minimum 3 years' experience in an accounts team in a management role
- Accountancy qualification from a recognised accountancy body
- Excellent knowledge of Sage and Sage payroll
- Demonstrable experience of budget and cash flow management
- Proven ability to produce management accounts and accounts to trial balance
- Ability to manage creditors effectively
- Experience in the creation and implementation of robust financial procedures
- Strong computer literacy skills, specifically including excellent proficiency in Excel
- Risk management experience
- Effective communication
- Experience in managing time effectively
- Problem Solving/Initiative
- Adaptability
- Attention to detail

Desirable

- Experience of charity accounting
- Interest in theatre
- Previous work in a cultural context
- Experience of HR administration
- Knowledge of ticketing and events
- Practical experience of VAT, particularly in the cultural sector
- Experience of financial management of capital building refurbishment projects

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JOB DESCRIPTION

PRINCIPAL ACCOUNTABILITIES

Systems

- Take overall responsibility for the management of the Finance Department
- Work closely with Heads of Department and/or budget holders to optimise results, comparing performance against budget
- Ensure rigorous financial controls are in place across the organisation
- Work with the Marketing and Development team to provide financials for applications and subsequent evaluations to grant giving bodies
- Obtain approval for payment and arrange payments by cheque or BACS so that payments are properly authorised, evidenced, timely and accurately recorded
- Ensure a clear invoice approval process is in place and is consistently followed
- Prepare & set up cash book payments (HMRC, treasury deposits, emergency payments, advances, refunds etc.) for authorisation and make funds transfers as required to ensure high levels of customer service (within cash flow limits)
- Monitor credit card expenditure and ensure it conforms to company policy and is subject to financial control
- Process VAT information and prepare returns including ensuring the full VAT recovery due is brought in
- Understand and reconcile Box Office data to financial systems
- Manage capital project finances and cash flow
- Ensure the charity fully benefits from Gift Aid regulations and regularly claim what is due

Information

- Complete bank reconciliations and postings and ensure bank balances reported to management are accurate and up to date
- Work with the Chief Executive and Business Director on budgeting and budget and cash flow monitoring and provide information, reports and analysis as required to ensure information is accurate, detailed and up to date
- Produce year end accounts to trial balance and work closely with the auditors
- Produce detailed monthly management accounts in a timely fashion. These are currently produced via a combination of Sage and a combination of connected spreadsheets so significant experience with using both will be essential
- Produce and update cash flow forecasts
- Attend LTWT's Finance and Trading Board Action Group Meetings, provide monthly and quarterly information for circulation to the Board and contribute information to quarterly Board meetings, attending if appropriate
- Continue to refine and improve internal reporting and monitoring systems and staff understanding and compliance with them
- Keep up to date with legislation and best practice in accounting, tax, charity management and funding.

Payroll

- Oversee, and carry out when necessary, the payroll function, and ensure that robust processes and procedures are followed and returns are completed.

Communication

- Effectively line manage the Bookkeeper
- Communicate courteously with internal and/or external customers by telephone, email and face to face, building positive relationships, investigating, responding to and progressing issues and queries to a successful conclusion at the earliest time
- Work closely with the Live Theatre Winchester Trust's auditors and other third parties as required
- Regularly work together with other departments and divisions within the organisation to identify any process improvements and improve standards, efficiency and, ultimately, the health of the charity's reserves position

General

- Follow the Health and Safety procedures as set out by the organisation
- Such other duties as the leadership and the board may from time to time reasonably require