

FINANCE MANAGER

Theatr Clwyd

Job Description

Family:	Experience
Responsible for:	Senior Finance Assistant
Reports to:	Financial Controller
Grade:	M1

Job Purpose

The Finance Manager is responsible for the day to day running of the Finance function within the Theatr Clwyd group of Companies. They work with the Financial Controller to coordinate the financial strategy of Theatr Clwyd, linked to the company ethos and artistic vision. The role demands personal responsibility, judgement and initiative, with specialist knowledge of finance in an arts context. He/she will deputise for the Financial Controller as appropriate. The Finance Manager is an excellent facilitator with a proven commitment to methodical, creative and result led working methods.

Key responsibilities

Forecasting and Budgeting

- To ensure month end deadlines are met according to the monthly closedown schedule and perform month end processes in Xledger
- To produce monthly visiting company income and expenditure and outturn forecast for the management accounts. Ensuring all aspects of costs and income are correctly represented in the accounts system (including posting appropriate accrual and deferrals) and produce monthly Visiting Company contribution schedule to the Financial Controller and Director of Producing.
- To maintain Production Analysis information and forecasting, liaising with the Production Department where appropriate.
- To help prepare the monthly management reports (actuals and rolling forecasts) for income and expenditure, risks and opportunities.

Financial Systems, Processes and Controls

- To work with the Financial Controller to ensure that finance processes and systems are fit for purpose in terms of efficiency, effectiveness, business support, reporting and effective controls.
- To compile and submit the quarterly PRS submission
- Calculate monthly trading COS figures and journal stock movement to ledger
- To produce visiting company box office reports.

Tax and Compliance

- To ensure that Theatr Clwyd's obligations are met with regard to VAT and Gift Aid.
- To support the Financial Controller in the preparation of the Financial Statements under SORP, including the application of accounting standards and the resolution of audit issues.

Purchase and Sales Ledgers

- To provide AP and AR cover for the Senior Finance Assisitant including Purchase invoice registration, purchase order matching and raising Sales Invoices
- To ensure correct coding of all transactions.
- To produce contra statements and timely settlements for visiting companies.

Cash and Banking

- To act as an authorised signatory on Theatr Clwyd Trust and Theatr Clwyd Enterprises current accounts.
- To act as authorised user of Bankline including raising and authorising payments as and when necessary
- To act as authorised user of Autopay including raising and authorising payment batches

Other

- To participate in regular meetings with the Finance Department.
- To attend meetings of the People Managers group
- To represent and positively promote the organisation at all levels.
- To perform any other duties as reasonably requested by the Financial Controller.

Person Specification

Essential

- A relevant finance qualification either in full or in part
- Experience of management accounting, cash flow forecasting and year end statutory accounts
- Proven knowledge of taxation issues (particularly Income Tax, NI, VAT and Gift Aid) and the ability to broaden that knowledge as required.
- Demonstrable experience of forecasting, budgeting and financial planning.
- An understanding of finance and finance systems.
- Creative and innovative thinking in relation to problem-solving.
- Excellent communication skills, and the confidence to make a full contribution to the overall direction of the organisation.
- The ability to work accurately with methodical attention to detail.
- A friendly, professional manner.
- Excellent IT skills with a high level of competence in Excel.
- The ability to be an effective team player and engage in all theatre activities.
- A flexible, hands-on approach with a positive attitude and a willingness to learn.
- A commitment to artistic excellence.

Desirable

- A proven track record in charity management and a good understanding of the environment in which charities operate
- Experience of working with accounting software Xledger and Xero
- Written and spoken Welsh.
- Experience of SORP.
- An understanding of contemporary issues in financial management in the arts sector or the interest and ability to assimilate these rapidly.
- Experience of strategic planning.
- A working knowledge of purchase and sales ledger and credit control functions.
- An interest in working within the performing arts sector and arts administration.
- Full driving licence.