



Finance Manager

Job Description

Overview and main purpose

The Finance Manager is the key financial officer of the company and supports the Executive Director in ensuring clear and accurate reporting of financial information to the Board and other stakeholders. The Finance Manager is responsible for the smooth and efficient running of the Company's finance systems as appropriate to the demands and needs of the theatre company.

Key duties and responsibilities

- The implementation of, and adherence to, controls, procedures and systems
- Ensuring that through encouragement, assistance and where necessary; training, all employees follow best practice in all matters of budgeting and financial reporting
- Monitoring of project budgets and regular reporting on these
- Preparation of Management Accounts to the satisfaction of the Executive Director and the Board's Finance Sub-Committee
- Preparation of year-end accounts in readiness for external audit.

Accounts

- Preparing and providing the Executive Director and the Board with monthly and quarterly accounts, and cash flows and reports
- Attending quarterly Finance Sub-committee meetings, and attending other Board meetings as required
- Preparing quarterly accounts reporting for our main funder Arts Council of England (ACE)
- Project costings, budgets, cash flow and reports, to be provided as required
- Generating, controlling and processing all functions within the accounting process in a timely and appropriate manner
- Processing of month-end reconciliations in relation to balance sheet control accounts
- Working with co-producers and auditors as appropriate on Theatre Tax Relief (TTR)
- Preparing year-end accounts and liaising with and assisting the auditors
- To ensure that Talawa complies with all fiscal reporting and requirements of the Charity Commission, Companies House and HMRC, and ensuring that VAT, Gift Aid, taxation and PAYE returns are completed accurately and on time.

Budgets

- Assisting the Executive Director in the preparation of annual budgets
- Working with Heads of Departments to monitor progress of Income and Expenditure through weekly reconciliations.

Wages

- Ensuring that the Company Payroll System runs efficiently with regards to the timely and accurate payments of weekly and monthly wages. This will involve liaising with the Payroll provider.
- Ensuring timely payments of Freelance and Casual Staff and the maintenance of associated statutory forms and records
- Produce Wages Journals, to process these on a weekly and monthly basis and monitor control accounts.

Development/Fundraising

- To assist in the making of applications and the reporting to Funders, Sponsors and Trusts and Foundations, etc
- To work with the Development and Marketing Coordinator on the implementation of direct debit and the individual supporter's schemes
- Processing Gift Aid.

Bank

- Produce Monthly Bank reconciliations
- Monitor the movements of funds on a day-to-day basis to ensure cash flow and investment opportunities are best met
- Produce Monthly Management Report detailing bank balance and cash flow forecast for all the bank accounts.

Finance

- Advise on matters affecting income generation
- To be pro-active in the identification of additional sources of income and implement systems of administration of said sources
- Ensuring that all dealings with Inland Revenue and Customs and Excise are operated in a timely and efficient manner to include quarterly VAT returns
- Comply with statutory obligations regarding the keeping and maintaining of financial records.

Purchases

- Maintenance of order books, cheque issues and petty cash
- Reconciliation with relevant vouchers receipts and invoices
- Cost Centre Allocation
- Schedule payment of invoices appropriate with credit facility.

Sales

- Initiating invoices, recording and reconciling receipts
- Cost allocation and systematic checking of receipts
- Monitor Credit Control and chase outstanding Debtors.

Administration

- Supervision of the issue and repayment of floats
- To assist the Executive Director and administrator in the management of the Company's office 35-47 Bethnal Green Road, London, E1 6LA (until September at Rich Mix, then in Croydon)
- The provision and administration of all Company Insurances, in conjunction with the Executive Director
- Complete and return within timescale statutory returns (e.g. ACE, Charities Commission, Inland Revenue, etc).

General

- Maximising income and minimising expenditure, without loss of quality.

Duties and Responsibilities of all staff members

- Maintain confidentiality in all areas relating to Talawa Theatre Company where appropriate
- Be aware of, and comply with, Health and Safety rules at work and to abide by the procedures as set out in the Health and Safety policy
- Work in accordance with the principles of Talawa's Equality and Diversity statement
- Be active in Talawa's commitment to Environmental Sustainability and reduce environmental impact
- Be aware of and comply with rules and legislation pertaining to Safeguarding and to abide by the procedures as set out in the Safeguarding policy
- Abide by other guidelines, procedures and policies provided by the Company
- Contribute towards Talawa's fundraising goals, this may include research, writing applications, advocacy and managing relationships
- Take part in such working groups as might from time to time be required for the fulfilment of organisational targets
- Participate in all training and development initiatives as required
- Undertaking such other duties as may be reasonably required.

Person Specification

Essential skills and experience

- An accountancy qualification or part qualification (e.g. CIMA, ACCA or AAT)
- A minimum of 5 years' professional experience
- Excellent verbal and written communications
- Credibility and absolute discretion
- Excellent working knowledge of all aspects of accounting and book keeping including the preparation of year-end accounts
- A good working knowledge of Sage Software Accounts and Payroll systems
- Experience of VAT returns
- Preparation of Monthly Management Accounts and report
- Budgeting and budget supervision / communication
- Excellent Computer literacy skills, including Excel
- Understanding of statutory obligations regarding payments of Self Employed and salaried staff, etc.
- Attention to detail
- Ability to work to tight deadlines
- Ability to work with and be sympathetic to the needs of colleagues working in other disciplines, who are not financially trained
- Ability to work unsupervised and to be self-reliant
- Willingness to contribute to the administration of the Company and to work closely with colleagues on general company issues
- Possess a positive and enthusiastic outlook.

Desirable

- Experience of working in finance in the charity or cultural sector
- An interest in theatre and sympathy with the organisation's charitable aims
- Knowledge of Theatre Tax Relief (TTR) scheme

Main terms and conditions

Job title: Finance Manager

Responsible to: Executive Director

Responsible for: No direct reports

Key working relationships: Executive Director, Artistic Director/CEO, Finance Sub Committee, Administrators

Contract type: Part-time, permanent

Hours: 24 hours per week including a daily lunch break of 1 hour, worked over 3 days (ideally Tuesday – Thursday, more flexible working times will be considered). Additional hours may be necessary to fulfil the requirements of the post, including evenings and weekends, and travel out of London when required

Salary: £31,000 per annum pro rata depending on experience

Holiday: 20 days per annum pro rata plus bank/public holidays

Pension and Benefits: Within 3 months you will be enrolled into The People's Pension in accordance with statutory deadlines and contributions. Discounts available in Rich Mix café and local eateries/companies with Rich Mix Residents card. Talawa has an Employee Assistance Programme (EAP) 24/7 confidential helpline including face-to-face counselling.

Probationary period: Appointment is subject to satisfactory completion of a 6-month probation

Notice of termination: 4 weeks' notice by either party until successful completion of probation. On successful completion of probation period 3 months' notice by either party

Location: East London; relocating to Croydon in September 2019

Further details: Please see our 'Who we are' information sheet on the vacancies page of our website at: <http://www.talawa.com/get-involved/opportunities/>

Application details

Closing date: 23:59 on Sunday 19 May 2019

Interview: Week commencing 3 or 10 June 2019

Start date: The successful candidate will be requested to start as soon as possible

To apply, please complete the relevant application form on our website at the following link. On receipt of your application, you will be sent an equal opportunities questionnaire to complete via SurveyMonkey: <http://www.talawa.com/get-involved/opportunities/>

Please email your applications to recruitment@talawa.com referencing **Finance Manager** in the subject line or post to: Recruitment (Finance Manager), Talawa Theatre Company, Rich Mix, 35-47 Bethnal Green Road, London, E1 6LA.

Talawa is an equal opportunities employer. We are committed to working towards a more diverse theatre and cultural industry.