

Finance Manager: Context and Person Specification

Job Title Finance Manager

Salary £36,000 - £40,000

Reports to Chief Executive

Direct Reports Food and Beverage Manager,
Finance Officer (PT), Administrator (PT)

Hours 36 hours a week

Base Theatre Royal Winchester

Job Context

Play to the Crowd is an arts and education charity that incorporates:

- Theatre Royal Winchester - a mid-scale heritage theatre with a vibrant Cafe Bar;
- Hat Fair, an annual Outdoor Arts festival; and
- Playmakers, a year round programme of creative learning, participation and community projects

Play to the Crowd also now has a wholly owned trading subsidiary called Trade to the Crowd, which was set up just before the pandemic to enable the new Cafe Bar and related activities to operate for profit and return any and all profits to the parent charity on an annual basis.

Play to the Crowd is an equal opportunities employer and welcomes applications from people from the widest possible diversity of backgrounds, cultures and experiences as well as job share propositions.

Job Purpose

The Finance Manager is a newly enhanced position within the Play to the Crowd team. For the first time the Finance Management function is being advertised as a full time senior management position which will also oversee the financial performance of Trade to the Crowd.

The role is responsible for the effective and compliant financial management of the charity and works closely with the CEO and the other two members of the Senior Management Team to set budgets and assure effective oversight of budgets, cash flow and trading.

It is important to note that this role also deals with much of the day to day financial operations including the purchase ledger, bank payments, HMRC, preparing monthly management accounts and managing the annual audit, producing accounts to trial balance. There is a part time Finance Officer as support.

The Finance Manager will also line manage the Food and Beverage Manager to help ensure this area of the operation makes an increasing financial contribution to the charity, while working within the values and mission of the wider charity.

**Knowledge/Experience/Skills/Qualities
needed:****Essential**

- Minimum three years' experience in a management role within an accounts team
- Suitably qualified to deliver the requirements of the job description
- 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
- Experience in the creation and implementation of robust financial procedures
- Strong computer literacy skills, specifically including excellent proficiency in Excel
- Experience of working in a management capacity in a trading environment
- Risk management experience
- Ability to work under pressure
- Effective oral and written communication

Desirable

- An accountancy qualification from a recognised accountancy body
- Experience of charity accounting
- Previous work in an arts or cultural organisation
- Experience of HR administration
- Practical experience of VAT, particularly in a cultural context
- Experience of financially managing capital and other projects
- Experience of preparing the financials for grant applications and evaluations
- Experience of company and charity administration and relevant legal compliance
- Experience of working in a catering or hospitality setting

Personal qualities

- Flexible with a can do attitude and approach
- Attention to detail and accuracy
- Confidence in working with a diverse range of people
- Team player
- Initiative and problem solving skills
- Honesty and integrity
- Ability to work under pressure
- Ability to prioritise and manage own time

Principal Responsibilities

Senior Management

- Contribute, as part of a Senior Management Team of four, to business planning, strategic management and ensuring the overall sustainability and effectiveness of the charity and the well-being of its staff
- Attend full board meetings and lead on financial oversight and compliance for the charity
- Work closely with the CEO to set budgets and lead on monitoring these budgets and producing accurate and up to date cash flows
- Along with the CEO take an active leadership role in the management of Trade to the Crowd (our wholly owned subsidiary) and act as the lead member of operational staff for the Trade to the Crowd board and the Finance and Trading Action Group of the main charity board
- Act as Company Secretary for both Play to the Crowd and Trade to the Crowd
- Line Manage the Food and Beverage Manager, the Finance Officer (PT) and the Administrator (PT)
- Take a Senior Management overview of HR processes and keep up to date with new or changing regulations, supported by the Administrator
- Lead the relationships with auditors, insurers, HMRC and the pension provider as well as with other key administrative and building related suppliers

Finance Systems

- Work closely with budget holders to give them the tools to accurately monitor their budgets, control expenditure and maximise revenues throughout the year
- Develop efficient and standardised systems across the organisation to manage financial transactions
- Ensure rigorous financial controls and approval systems are in place and in use across financial operations including but not limited to: ordering, invoicing, reconciliations, cashing up, payments and credit cards
- Provide timely and accurate financial data to the CEO and the Board as well as for use in funding applications and evaluations
- Prepare VAT information and returns ensuring the fullest available VAT recovery due is achieved
- Understand and reconcile box office data to financial systems and use the Spektrix ticketing system to support financial management
- Maximise the use of the SAGE software the organisation invests in
- Ensure the charity fully benefits from the Gift Aid regulations

Finance Operations

- Complete bank reconciliations and postings and ensure bank balances reported to the CEO and Board are accurate and up to date
- Prepare and set up cash book payments for authorisation and make funds transfers

as required to ensure high levels of service to all stakeholders (within cash flow limits)

- Produce visiting company reconciliations
- Produce monthly management accounts and annual accounts to trial balance, working closely with the auditors to service the AGM in a timely fashion
- Produce and update cash flow forecasts and lead on re-budgeting at points during the financial year
- Oversee, and carry out when necessary, the payroll function, ensuring robust processes are in place and the necessary returns are completed in a timely fashion

Trading Company

- Actively support the development of the Trading Company, ensuring rigorous financial oversight and reporting both internally and externally
- Support the Food and Beverage Manager to set stretching but achievable targets, maximise revenues, control costs and monitor margins
- Empower the Food and Beverage Manager to diversify income streams available through the trading company in order to support the financial sustainability of the charity
- Oversee and support effective systems for cashing up, banking, floats, stock control, invoicing and internal recharges to ensure accuracy and efficiency, to minimise waste or loss and to maximise revenues

General

- Champion the organisation's values and adhere to organisational policies and procedures
- Act as an advocate for the organisation
- Be prepared to be flexible and work across the organisation where necessary, to support other areas of work or colleagues when required by the needs of the business
- Carry out all tasks in accordance with best practice and organisational action plans in respect of diversity and disability equality
- Attend internal and external meetings, participate in training and other forms of staff development and be available to work at evenings, weekends and bank holidays when necessary

Benefits include:

- Contributory pension
- Employee Assistance Programme
- 30 days holiday rising to 33 days
- Access to complimentary theatre tickets
- Free membership of Play to the Crowd
- Cafe Bar discounts

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