**Graeae Theatre Company**

Finance Manager

**Job Description**

**Job Purpose**

This is a management position, working closely with the Executive Director and the Board to ensure Graeae prospers artistically and financially.

The Finance Manager will be responsible for the smooth running of Graeae’s financial operations, liaising with budget holders, ensuring statutory obligations are met, setting budgets and reporting to Board and funders.

They will support the implementation of Graeae’s vision as laid out in the company’s business plan and take overall responsibility for the financial management of the company,

in liaison with the CEO, and the development and maintenance of financial controls, systems and procedures.

They will work with an external accountant and auditors in the preparation of year end and audited accounts.

**Responsible to:** Executive Director and Joint CEO, The Board of Directors

**Responsible for:** Finance Administrator

**Key Responsibilities**

**Financial management**

1. Lead the financial management and the development and maintenance of financial controls, systems and procedures
2. Prepare annual budgets and project budgets in liaison with the joint CEOs
3. Manage the company's overall expenditure, ensuring it is in line with budgets
4. Monitor grants alongside the joint CEOs ensuring that all funds are received when due
5. Liaise with funders and service partners on the submission of reports on financial and other matters as required
6. Ensure Graeae fulfils its legal and funding agreement obligations, including supporting the writing of applications and business plans.
7. Oversee the Finance Administrator’s processing of the payroll and pension scheme
8. Manage and review “Access to Work” claims in consultation with the Access Manager
9. Prepare papers for Finance Sub Committee and take minutes, with support from a finance consultant if required
10. Act as lead officer with the company's auditors, bankers and lawyers and HMRC
11. Act as Company Secretary to the Board of Directors and to service the Board and Finance Sub Committee in particular through the provision of clear and accurate financial information to ensure their informed policy and decision-making

**Financial reporting**

1. Prepare quarterly management accounts for presentation to the Finance Sub Committee and Board, with support from a finance consultant if needed
2. Support the external accountant in the preparation of audited accounts, compiling information as required
3. Oversee Finance Administrator’s preparation of monthly reconciliations including bank and control accounts, business charge cards and petty cash
4. Prepare quarterly VAT returns
5. Prepare monthly and annual PAYE/NI returns
6. Prepare quarterly cash flow forecasts.

**Other duties**

1. Line manage the Finance Administrator, delegating all appropriate areas of financial administration
2. Provide in-house training for non-financial staff members in budget preparation and monitoring

**PERSON SPECIFICATION**

**Essential**

1. Professional qualification or proven significant experience of financial management
2. Experience of software packages, including Word, Excel, and a computerised accounts package, preferably Sage 50 Accounts and Sage Payroll.
3. High level numeracy skills and attention to detail
4. Excellent communication skills, both verbal and written. (NB Graeae recognises that this can be achieved by various means, e.g. through a third party communicator)
5. Excellent time management and strong organisational skills
6. Line management skills
7. Ability to contribute as part of a small team
8. Experience of developing and maintaining financial systems and controls
9. Commitment to the implementation of Graeae’s Equal Opportunities & Diversity policies within the areas relevant to the post.
10. Willingness to undertake training.

### Desirable

1. Knowledge of current disability issues
2. Interest in/experience of theatre/Arts/Voluntary Sector
3. British Sign Language skills

**Finance Manager**

# Summary of main terms and conditions of service

**Contract**

This post is permanent, working full time hours (35 hours per week).

**Salary**

The salary offered is £42,000 per annum and is payable monthly.

**Hours**

This is a full-time post working 35 hours a week usually within the hours of 10.00am – 6.00pm Monday to Friday, with 1 hour for lunch. Some flexibility will be required.

Occasional evening and weekend work as well as over-night stays away from the company base in London is required.

There is no overtime payable but time off in lieu (TOIL) of hours worked may be taken in negotiation with line manager.

**Flexibility**

We are open to applications from experienced applicants or those who may be earlier in their careers and looking for an opportunity to progress. We are also open to applicants who may wish to work part-time or as a job share.

**Probation**

Confirmation of employment is subject to a 3-month probationary period for new staff members.

The period of notice from either party is one week during the probationary period and three months thereafter.

**Pension**

You will be automatically enrolled into Graeae’s pension scheme on joining. The employer contribution is 7% of your gross salary and the minimum employee contribution is 3% of your gross salary.

**Holiday**

The post holder is entitled to 25 days paid holiday (increasing in subsequent years) plus public holidays. Holiday entitlement may not be carried forward and there is no cash alternative except at termination of employment.

**Training**

Graeae has a training policy and is committed to developing staff, encouraging them to expand their skills during their employment with the organisation.

**Other Benefits**

Graeae participates in the Cycle to Work scheme.

Holiday, sick and parental leave are all over the required minimum.