

Trinity Community Arts Finance Manager

Contract type:	Permanent
Job Title:	Finance Manager
Responsible to:	CEO
Team:	Leadership Team
Hours:	Flexible; approx 15 hours per week, seasonal variations
Rate of Pay:	£37,107-£39,002 pro rata = £14,843 per annum
Pay scale/band:	NJC Scale PO4, SCP 41-44
Annual Leave:	The holiday year runs from 1st January to 31st December. Full-time employees of Trinity are entitled to 21 days paid annual leave plus bank holidays, based on 37.5hrs/5-day working week. Entitlement for your contract will be calculated on a proportional basis in accordance with your hours and duration of contract

Responsibilities

Trinity is looking for a part time Finance Manager to join our team, to assist the CEO with oversight of financial systems and related data - including review and analyse financial information and mission critical business systems, identifying areas for efficiencies and improvement - to ensure Trinity is compliant with financial charity and governance requirements.

The Finance Manager will oversee the financial functions of the organisation, supporting Finance Officer and wider team to ensure that finance policy and procedures are adhered to.

The role will require someone who is willing to work flexibly and independently, with minimal supervision. The ideal person must be comfortable using a multi-user system and be confident and able to adapt their skills to meet the requirements of an organisation in a period of rapid growth and change.

Specific duties

To be responsible to the CEO for the financial management of the charity and trading subsidiary, specifically:

Leadership

- Contribute to the Leadership Team as an active member
- Support the CEO, Leadership Team and Board in business planning, strategic and organisational development, to deliver a strong and sustainable financial future for the organisation

Finance Management

- Prepare financial statements including quarterly Management Accounts and reports for financial analysis for management and board
- Manage inter-company transactions, recharge journals, overseeing payroll carried out by Finance Officer and reconciling accounts at month end
- Provide information for annual audit and support auditor to produce SORP compliant

- annual accounts
- Work with and guide Finance Officer and wider team to ensure good financial record keeping in accordance with agreed policies and procedures
- Ensure compliance with relevant legislation; HMRC tax returns, corporation tax, Charity Commission, PAYE
- Work with the CEO/Business Development Manager to support income generation and business development:
 - develop budgets, including restricted project budget management and analysis, monitoring cash flow, assisting the wider team to monitor their budget areas
 - analyse financial performance businesses and assist with strategic planning and forecasting
- Review and develop financial systems, accounting procedures and analyse financial performance of business and charity for effectiveness:
 - develop strategies, processes and procedures to improve these systems
 - producing/updating documentation where required, in particular business/mission critical systems/processes
 - Assist the SMT/Board to make financial decisions i.e. analysis for cost-benefit, return on investment, demonstrate best value

HR Management

- Line manage the Finance Officer and oversee relevant freelance staff, consultants and contractors (i.e. Auditor) as may be required.

Other

- Uphold Trinity's policies; maintain excellent financial controls and implement relevant policies and procedures across the organisation in relation to finance
- Take part and/or taking an active role in any training that may be required

Additional duties

Any other duties as may be reasonably required:

It is in the nature of the work required that the tasks and responsibilities of the Finance Manager will in many circumstances be unpredictable and varied. The Finance Manager will therefore also be expected to undertake any other duties and/or responsibilities in connection with the development and delivery of the organisation's programme, as the CEO may from time to time direct, and which will not be covered in the job description. These additional duties will normally be compatible with the Finance Manager's regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the Finance Manager's job, it will be included in the job description in consultation with the Finance Manager.

PERSON SPECIFICATION

Qualifications

- Qualification/accreditation in relevant field i.e. ACCA/CIMA

Experience

Essential

- A minimum of 5 years' experience overseeing finance and data systems for a charity
- Experience in financial management in organisations with £1m+ budgets
- Excellent leadership skills with the ability to develop and motivate others

- Broad technical skills and knowledge in the development of processes to improve use of systems; database development and proficiency in Excel
- Proven ability to set and monitor budgets and financial analysis/reporting at a senior management level
- Experience using Quickbooks, or similar accountancy software, including budgeting and report producing
- Knowledge of Charity Reporting and Accounting SORP FRS 102 and an understanding financial reporting requirements for charities
- Proficient in interpretation and presentation of financial information to non-finance staff / Trustees
- General administration and organisation skills plus able and willing to learn/use new systems
- Strong numeracy, written and verbal communication skills and good attention to detail
- Ability to use initiative and work with minimum supervision
- Excellent time-management skills and the ability work to meet deadlines
- Transferable skills across a range of ICT systems including, Bookings systems, HR systems and confidence using non-priority software solutions
- An understanding of electronic diary management and HR systems
- A commitment to the values and objectives of Trinity Community Arts

Desirable

- Work experience in a diverse community arts organisation/setting
- Experience of audience data analysis
- Experience using non-priority software solutions
- Experience using electronic diary management and HR systems
- Experience using organisational use of Customer Relationship Management (CRM) systems

Skills

- Planning, development and financial analysis
- Excellent numerical skills, budget monitoring and reporting
- Written and oral communication skills
- Prioritising and managing time, resources and staff

Personal Characteristics

- Analytical, attention to detail
- Passionate systems and processes
- Proactive and results orientated
- Confident problem solver/troubleshooter

DBS Check

A basic check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

How to Apply

To apply please download and complete an application form and accompanying personal details and equal opportunities forms and email to hr@3ca.org.uk Please note we do not accept CV applications.

Deadline: 9am, Tuesday 30th July 2019
Interviews: Wednesday 14th August 2019

Trinity Recruitment Policy

Equal Opportunities

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class,

A commitment to equality of opportunity is a necessary qualification for any job within the organisation.

Safeguarding

A Basic or Enhanced DBS (formerly CRB) check may be required for some posts, in line with our our Safeguarding Policy.

Ex-Offenders

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

Application Assessment

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we are able to remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the Application Form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage. Please contact hr@3ca.org.uk / 0117 935 1200 for further information about this post or our Recruitment Policy.