

FINANCE MANAGER

JOB DESCRIPTION

Reports to: Chief Executive (line manager)

Based at: Hybrid working - Festival Office (Buxton) March – July and 50% home working August - March

Purpose of the Role

To provide effective and compliant financial management for the festival, working with the Festival Chief Executive to deliver the festival within budget, overseeing human resources matters, maintaining strategic oversight of all income generating activities and ensuring the festival fulfils its statutory requirements.

Key Responsibilities

1. Financial Management

- Prepare yearly budgets and forecasts quarterly.
- Manage the organisation's cash flow.
- Prepare management accounts and provide variance analysis for the board of directors on a quarterly basis, including a yearly cash flow.
- Prepare Profit & Loss accounts for every event on a yearly basis (Sep)
- Create, prepare & report on Box Office Sales, twice weekly.
- Provide relevant financial information for external stakeholders.
- Calculate the Theatre Tax Relief in respect of the operas and provide relevant information to external tax accountants for the submission of the claim.
- Manage and maintain the company's investment portfolio.
- Maintain and develop strong financial systems, controls, and processes across the organisation.
- Work with our auditors to produce and file statutory accounts at the end of the year.
- Oversee the bookkeeper in:
 - maintaining financial systems, including purchase, sales ledger, fixed assets ledger and general ledger
 - accounting for VAT and producing returns on a quarterly basis.
 - reconciling financial ledgers to bank accounts
 - operating the festival's payroll, National Insurance and Stakeholder Pension scheme
 - monitoring staff holidays
 - performing year end tasks
 - preparing end of month and end of year reporting packs

- providing financial information as needed to the Office administrator in respect of insurance renewal and gift aid tax claim.

2. Strategy and Income generation

- Maintain a strategic overview of the festival's income generated activities in line with the Festival's Business plan.
- Monitor all fundraising activities for the Buxton International Festival.
- Assist the Chief Executive with the strategic development of the organisation, including the preparation of appropriate business plans and financial forecasts.
- Work with the Chief Executive, leading the festival's approach to Risk Management.
- Work with the Development Director to develop bids to potential funders.

3. Human Resources

- Help the Chief Executive preparing contracts of employment for new appointees and providing advice with respect to the Festival's Terms and Conditions.
- Ensure the organisation complies with legal requirements in respect of Employment Law.

4. Governance

- Prepare quarterly papers for the Board of Trustees and Audit & Risk Committee.
- Ensure compliance with the various legal requirements for charities and registered companies.
- Ensure the Festival fulfils all other statutory requirements.
- Ensure that all Festival policies are maintained, working together with the Chief Executive and Company Secretary

5. Other

- Make an active contribution to team-wide goals and activities that form part of the successful development of Buxton International Festival.
- Provide support at events during the festival and throughout the year as required.
- Required to present financial information to the Board of Trustees and Audit & Risk Committee on a quarterly basis, based in Buxton and London

FINANCE MANAGER

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS		
Part-qualified accounting technician qualification (AAT or similar) OR Qualified by Experience to equivalent level	✓	
Degree in business management or a business-related subject		✓
EXPERIENCE		
Significant experience at management level within a similar role	✓	
Extensive experience in using Xero software to P&L and Balance Sheet to Audit	✓	
Provision of management accounting against forecasts	✓	
Operation of a payroll system, including month and year-end procedures, using Sage 50 Payroll	✓	
Experience of effective budget management across multiple budgets	✓	
Developing, implementing, and monitoring effective financial and management systems and procedures	✓	
Experience of cost accounting/job costing for multiple projects		✓
Experience of contracting and monitoring business activities		✓
Previous experience of Health and Safety policies, procedures, and practices		✓
ADDITIONAL KNOWLEDGE		
Up-to-date understanding of Gift Aid and charitable statutory reporting requirements	✓	
Comprehensive understanding of VAT as applied to charitable bodies	✓	
Up-to-date overview of human resource practices, policies, and procedures		✓
Broad knowledge and enthusiasm for the arts		✓
SKILLS & ABILITIES		
Excellent organisational and administrative skills, including attention to detail	✓	
Proven ability to keep to deadlines and prioritise a large workload	✓	
Excellent communication skills, both written and verbal	✓	
Ability to formulate and implement policies, ensuring they are kept up to date		✓
Excellent IT skills including advance knowledge of Microsoft Office, Xero, and Sage 50 Payroll	✓	
Ability to take the lead for the legal requirements of a small charity		✓
Ability to act as an engaging and enthusiastic public representative of the festival		✓
ATTRIBUTES		
Professional and friendly demeanour	✓	
Creative thinker and problem solver	✓	
Flexible and positive attitude when working to tight deadlines	✓	
Confident and diplomatic approach to supporting people within a high-pressure environment	✓	

FINANCE MANAGER

SUMMARY OF TERMS

Tenure:	Three-year contract, renewable subject to the mutual satisfaction of employee and employer
Based at:	Hybrid working - Festival Office (Buxton) March – July and 50% home working August - March
Starting salary:	£32 000 per annum pro rata three days a week (£19 200)
Benefits:	The festival will pay an additional 4% of the salary within the auto enrolment thresholds into a pension scheme, to which the Employee will contribute a further 4%.
Core hours:	Due to the workload arising from July's Festival fortnight and the October annual audit, this role requires greater time commitment from June – July and October – December. Core office hours are 9am-5pm, with an hour-long lunch break Monday – Friday.
Additional hours:	This role is required to work such additional hours as may be necessary for the proper performance of your duties. By way of illustration, predicted examples include: <ul style="list-style-type: none">• attending 4 board meetings throughout the year which sometimes will be outside of normal working hours, 2 meetings in Buxton and 2 in London• working a fortnight of long days and evenings during Festival season.
Holiday allowance:	20 working days (pro-rata) plus 1 day a year to a maximum of 25 days, UK Bank Holidays (pro-rata) along with Chirtsmas Office Closure.
Overtime:	There is no additional overtime pay but time off in lieu will be given at the discretion of the Chief Executive. Additional days worked during the festival period can accumulate to a maximum of 8 days as time off in lieu.