



FINANCE MANAGER

JOB DESCRIPTION

Reports to: Chief Executive (line manager), with task reporting to the Chair of the Festival's Audit & Risk Committee (and other Trustees as appropriate)

Based at: Festival Office (Buxton)

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 long range forecasts, yearly budgets and quarterly forecasts as required by external and internal stakeholders.
- Work with the Chief Operating Officer to pro-actively manage the organisation's cash flow.
- Prepare timely management accounts and variance analysis for the board of directors, on both Income and Expenditure Statement and cash flow.
- 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.
- Maintain and develop strong financial systems, controls and processes across the organization
- Work with our auditors to produce and file statutory accounts at the end of the year.
- Oversee the book-keeper 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, and
- providing financial information as needed to the Office Manager in respect of insurance renewal and gift aid tax claim.

2. Strategy and Income generation

- Maintain a strategic overview of the Festival's income generation activities in line with the Festival's Business plan.
- Monitor all fundraising activities for the Buxton International Festival, Buxton Festival Foundation and the Friends of Buxton 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 organization complies with legal requirements in respect of Employment Law.

4. Governance

- Assist with the preparation of meeting papers for the Board of Trustees and various sub-committees together with the Administrator.
- 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 as an organization.
- Provide support at events during the Festival and throughout the year as required.
- Attend meetings of the Board and sub-committees as required.
- Any other reasonable duties commensurate with this role's skills and responsibilities, as requested and directed by the Chief Executive.



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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 Sage Instant software (or similar) 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	✓	
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 MS Word, Excel and Sage	✓	
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 demeanor	✓	
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: Festival Office, Buxton

Starting salary: £30 000 per annum pro rata three days a week (£18 000)

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 January annual audit, this role requires greater time commitment from June – July and in January (with discretionary closure between Christmas and New Year). Flexible working arrangements at other times of the year will be considered. 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:

- attending 4 board meetings throughout the year which sometimes will be outside of normal working hours
- working a fortnight of long days and evenings during Festival season.

Holiday allowance: 25 days plus UK Bank Holidays, and any discretionary 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.

Full terms, including compliance with all relevant policies and procedures, are as outlined in the written terms of employment.