**Finance Manager**

**Recruitment Pack**

The Met is one of the North West’s best-loved live venues. A place for folk storytelling and fantastic musicianship, we inspire audiences, develop artists and encourage people of all backgrounds and abilities to present their own work through a programme of workshops and classes.

The Met is the home of Bury Metropolitan Arts Association; an innovative and rapidly growing arts organisation based in Bury, Greater Manchester.

We are unique in the breadth of work we present and our ability to nurture artists and develop audiences. We present a mix of live music, theatre and comedy alongside running community workshops, a recording studio and a creative business hub.

Our work outside the building helps us to challenge and develop audience and artists. We have presented the 5,000 a day capacity outdoor music festival *Head for the Hills* for the last 8 years. Across Bury we also present various genre-specific music festivals and public events.

Our mission is to:

* promote a distinctive and varied programme of high-quality events with local, regional and national appeal;
* widen access to the performing arts by developing a programme which recognises the diversity of the communities we serve;
* support the creative activities of individual artists and groups;
* support initiatives to promote the arts in Bury and the Region;
* work in partnership with relevant agencies towards the achievement of a shared strategic vision, promoting the arts and Bury;
* build towards a national profile for our developmental approach to our audiences, art forms and programme.

**JOB DESCRIPTION**

 JOB TITLE Finance Manager

 CONTRACT Permanent, 2 days a week

 RENUMERATUON £25-30k pa pro rata

 ACCOUNTABLE TO Chief Executive Officer & Board of Trustees

 IMMEDIATE SUPERVISOR Chief Executive Officer

 IMMEDIATE SUBORDINATES Venue Administrator (part of)

 HOURS OF DUTY 14.5 hours per week.

 No overtime will be payable but time off in lieu will

 be arranged

 QUALIFICATIONS REQUIRED Accountancy Qualification (CIMA, ACCA etc)

 EXPERIENCE REQUIRED Minimum 3 years’ experience at Management Accountant level, preferably in an arts sector organisation

 HOLIDAYS 23 days per year (pro rata), plus pro rata bank holidays

This is a key management role working closely with the CEO and Artistic Director to help run this complex, multi stranded organisation which is constantly developing.

We are seeking someone who will fit in well to our small core team, who will have initiative, flair and sensitivity in dealing with a very wide range of contacts and who will be able to rise to the challenge of working in a creative environment alongside the more usual demands of a financial management role.

EXPERIENCE AND QUALITIES REQUIRED

1. A qualified accountant
2. At least 3 years’ experience in a similar industry
3. High level of computer literacy, particularly Excel and accountancy software
4. Excellent interpersonal, communication and administrative skills
5. Existing experience in all aspects of the responsibilities of the role
6. An interest in and enthusiasm for live music, theatre and performance
7. A good level of literacy and creativity
8. Highest level numeracy skills
9. Proven ability to work efficiently, methodically and independently
10. Experience managing staff
11. Discretion and the ability to maintain confidentiality
12. An understanding of the nature of a small arts business
13. Willingness to flexibly support all organisational functions

RESPONSIBLITIES

Full responsibility for all aspects of finance, financial report and controls Bury Metropolitan Arts Association, across The Met, outreach activities and festivals.

The financial administration aspects of this role (e.g. inputting purchase invoices and raising sales invoices) are carried out by the Venue Administrator under the supervision of the Finance Manager.

***Finance Systems:*** Managing and maintaining the accounting software (recently transitioned from Sage to Quickbooks). Includes managing the chart of accounts, restricted and unrestricted fund accounting, data control, processes and procedures. The majority of data entry to Quickbooks is carried out by the Venue Administrator, but more complex entries (e.g. hire settlements) and processes requiring separation of duties are performed by the Finance Manager.

***Management Accounts:*** Design, production and presentation of monthly management accounts for review by the management team, finance committee and Board of Trustees. To include income statement (with fund accounting) balance sheet and cash flow, alongside clear narrative and explanations with variations to budgets.

***Organisational Management:*** Play a key role as part of the organisation’s management team in reviewing and challenging projects and decision making, including pricing decisions, fundraising proposals etc.

***Forecasting:*** Preparation of profiled annual budgets, revised in year forecast and 4-5 year business plans in conjunction with the management team and Board. Ad hoc financial forecasting as required for example to include in funding applications.

***Financial Procedures and Controls:*** Maintenance and development of all financial procedures and controls including those operated by other areas of the business such as box office, front of house etc.

***Reporting:*** Statutory reporting to the Charities Commission and Companies House. Ad hoc reporting as required, for example to funders, to analyse particular aspects of business activity etc. Internal and external reporting on both an accruals and on a cash basis.

***Bank Accounts:*** Management of the organisation’s bank accounts and credit cards, including mandate control, bank reconciliations, security.

***Payroll:*** Operation of The Met’s payroll (including salaried and casual staff). Running payroll, reporting to HMRC, maintenance of the payroll system (currently Moneysoft Payroll Manager), controls around timesheets and time recording processes. Management of the company pension scheme (currently Aviva).

***VAT:*** Preparation and submission of VAT returns. Management of VAT records.

***PRS***: Preparation and submission of returns to PRS for events at The Met and outside of The Met, including festivals (covered by different PRS rules).

***Gift Aid***: Overseeing the gift aid claim process ensuring accurate claims are submitted reflecting all current legislation and monies recovered in a timely manner.

***Audit***: Preparation of accounts for audit, and management of the audit process.

***Petty Cash***: Management of petty cash and floats as required.

***Debtors, Creditors and Control Accounts:*** Management of the debtors and creditors ledger and ensuring all balance sheet amounts are supported by control accounts and are fully reconciled on at least a quarterly basis.

***Box Office Accounting:*** Accurately accounting for all box office transactions (card, cash and cheque) ensuring that holding accounts are balanced, and that accounted for values are reconciled to the box office system (Spektrix).

***Staff Development:*** Train, support and mentor staff in financial processes and systems and knowledge for interpretation of accounts