**Overview**

The Met is an innovative and rapidly growing organisation situated 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 a variety of hires hires in our beautiful Grade II 4.6million refurbished building. We run community workshops, a recording studio and a creative business hub. Our restaurant, Automatic, welcomes in excess of 100,000 visitors per year.

Our work outside the building helps us to challenge and develop audience and artists. Since 2011 we have regularly presented a 3-day 5,000 capacity outdoor music festival and frequently collaborate on other specialist events and festivals at multiple sites in the town, as well as our own Beer Festival each November.

**OUR VISION**

We believe that The Met should be a nationally recognised venue of arts and culture, accessible to all, combining international reach with local impact to contribute towards Bury’s aspiration to be a cultural leader in the region.

**OUR VALUES**

INCLUSIVITY: A ‘safe space’, with shared and consistent values, a culture of transparency and openness to adapt and make space for everyone to support the wellbeing of staff, audiences and participants including young people, older adults and local communities.

RELEVANCE: Using the 5 Cs of Context, Commitment, Communication, Competence and Culture to inform practice that keeps our communities at the heart of everything that we do.

AMBITION & QUALITY: We aim to inspire people, aiming for excellence in everything we do from presentation to the overall experience and engagement of audiences.

DYNAMISM: Innovative, collaborative, sustainable, quality approaches in all our work that is responsive to opportunity.

ENVIRONMENTAL RESPONSIBILITY: Conducting our business practices and events in a responsible way that respects the environment, reducing the environmental impact of The Met and associated partners.

ARTISTIC DEVELOPMENT & RESPECT: We want artists to discover and develop their talent, providing new experiences and opportunities to learn.

We are seeking a ***Finance Manger*** to join our staff team. We are passionate about the power of art to transform communities and society and our focus is to develop artists to ensure their success. We are seeking a new team member who will share our passion and commitment and have the knowledge and experience to support the organisation.

We value diversity of perspective and lived experience and particularly welcome disabled candidates, people of colour, from all regions.

The Met is a registered charity and a company limited by guarantee governed by its charitable objects and Memorandum and Articles of Association. We have a turnover of circa £1million and a staff of 12 full time and 5 casual staff. We work with over 100 volunteers every year through our festivals and events work.

**Application Process**

To apply, please complete the application form and send a covering letter explaining why you are interested in this role and what makes you a suitable candidate, and the enclosed equal opportunities monitoring form to [rebecca.schofield@themet.org.uk](mailto:rebecca.schofield@themet.org.uk) by midnight, 23 February 2022. All documents are available via our website [www.themet.org.uk](http://www.themet.org.uk)/jobs.

**The Role**

***Finance Manager***

Full Time (36.25 hours a week)

Salary Scale 7 (£25,972 - £28,785) dependent on experience

Immediate Supervisor – CEO

Hours - 36.25 hours a week, 5 days a week. No overtime is paid, but hours are flexible (subject to core hours) and we operate a TOIL system. 23 days holiday a year plus bank holidays (pro rata).

Minimum Education Level - Educated to at least A-Level, with an accountancy qualification or equivalent experience.

**Person Specification**

* Highly organised
* Self-motivated
* Keen to develop own skills
* Strong working knowledge of Microsoft Office
* Experience of working with accounting software packages (ideally Quickbooks)
* General competence with bespoke computer systems
* Strong team player
* Flexible, can-do attitude
* Great customer service and interpersonal skills
* Methodical and well organised, with excellent time management skills
* Ability to work under pressure and to schedule
* Interest in the arts
* Sensitivity and ability to be discreet and maintain confidentiality
* Commitment to equal opportunities
* Commitment to own continuing professional development and keeping up to date with developments in legislation and best practice

**Purpose of the role**

The key purpose of this role is to support the whole organisation, including the staff and executive teams, by operating an efficient and effective finance function, alongside the Finance and Administration Assistant.

**Responsibilities**

Finance Overview/Control

* Using the accounting Software (currently Quickbooks) to manage and maintain the chart of accounts-nominal structure and associated categories and classes (restricted and unrestricted fund accounting).
* Data control, processes and procedures.
* Complex entries (e.g. hire settlements), reconciliations, and month end checks.

**Bank/ Worldpay/Credit Card Accounts:**

* Management of the organisation’s bank accounts and credit cards, including mandate control, bank reconciliations (bank accounts, credit card, cash floats), security.
* Manage floats and cash at off-site events, including reporting, reconciliations, banking and oversee recording into the financial software
* Management of the debtors(sales) and creditors(purchase) ledgers. Reconcile Balance Sheet total to individual ledgers. Review balances
* Work to improve procedures and fully digitise paper processes. 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.
* Ensure holding accounts (future sales) are balanced, and that accounted for values are reconciled to CRM system (Spextrix).

**Balance Sheet Review and Reconciliation**

* Regularly review and balance assets and liabilities.
* Maintain Fixed Asset Register

**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.

**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 funding applications.
* Cash flow forecasting.

**Reporting:**

* Statutory reporting to the Charities Commission and Companies House. Ad hoc reporting as required, for example to funders, analysis of business activity etc.
* Internal (e.g. department budgets) and external reporting

**Payroll:**

* Producing The Met’s monthly payroll (including salaried and casual staff). Use Flexpan to obtain reports of hours. Check HMRC website for updates. Liaising with HGA to ensure they have all the info they need to process payroll each month on a timely basis, making payments to employees and HMRC once HGA have calculated and prepared the figures. Management of the company pension scheme (currently Aviva), collected by DD

**VAT:**

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

**Audit:**

* Preparation of accounts for audit, and management of the audit process, liaison with external accountants etc.

**Experience:**

* Strong knowledge and experience of Microsoft Office, particularly Excel and Word
* Ability to devise, develop and implement financial and administrative systems and procedures
* Experience of working with accounting software packages (preferably Quickbooks)
* Strong attention to detail and accuracy
* Qualified by experience or accountancy qualification
* Excellent time management and organisational skills
* Excellent administrative skills
* Excellent communication skills
* Ability to work within a small team, and on own initiative