



TITLE: Finance Manager

DEPARTMENT: Finance and Administration

RESPONSIBLE TO: CEO

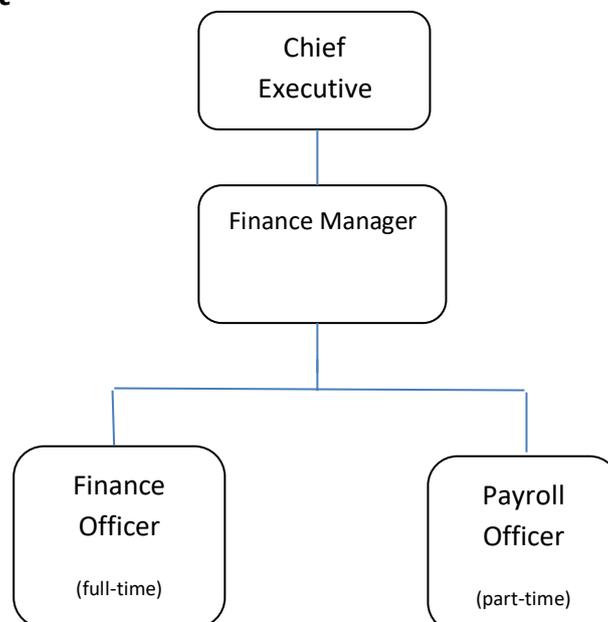
HOURS: 40

PAY: £40,000

Purpose of Job

You are responsible for the financial health of the organisation. Therefore, effective financial management, monitoring and reporting ensuring that short, medium and long term financial goals are met.

Organisation Chart



Principal Responsibilities

1. To take responsibility for the day to day financial operations within the organisation such as payroll, invoicing, VAT returns and all matters transactional. To develop robust financial policies and procedures. To deal with all matters concerning the company's insurance requirements and to negotiate on such matters as and when required.
2. To prepare accurate, complete and timely financial reporting including monthly management accounts, statutory accounts, cashflow forecasting and balance sheet control.
3. To manage the annual budgetary cycle, to monitor and to directly influence where appropriate and thereby guide colleagues. To analyse relevant financial data and to provide feedback which enables colleagues to control their cost centres.
4. To continuously develop the finance team, ensuring that HR, payroll, financial systems and internal controls are properly reported and managed. To ensure that all tax affairs, bank transactions and payments are correctly completed.
5. To manage the areas of legal compliance for the Trust. To include the appointment of auditors, the annual audit, external reporting to Companies House and the Charity Commission, company insurances, and all returns to HMRC. To understand and adhere to financial regulations and legislation.
6. To report on all financial matters to the CEO, the Audit and Finance Committee and the Board of Trustees. To provide analysis and insightful information to aid business decisions. To be the voice of integrity on all financial matters, to be challenging and present clear views on the Trust's approach to business.
7. To liaise with key stakeholders such as Portsmouth City Council, thereby providing financial information and forecasts as deemed necessary from time to time.
8. To manage colleagues through performance assessment thereby ensuring that they have clear and defined targets.
9. To undertake other duties as required by the CEO from time to time and to work flexibly with other members of the management team, to maintain confidentiality on all relevant business and financial matters appertaining to the Trust.

Location

Your main place of work will be the offices of the Guildhall Trust at Portsmouth Guildhall. You will occasionally be allowed to work from home as and when the need occurs.

Other

The nature of the work undertaken by the post holder will be required to work daytime weekdays, however the post holder is encouraged to learn about the evening and weekend operation of the Guildhall and anything else the organisation takes on such as new events.

Budget

The post holder will be responsible for managing a budget of approximately £2 million.

Physical

None

Context

The Guildhall Trust was formed in 2011 to take on the management of the Portsmouth Guildhall, one of the south of England's largest and busiest concert halls. The Trust became a charity in 2013 with a board of trustees, a trading company and a clear vision for its future.

The Trust has successfully developed the Guildhall into a vibrant concert hall, with a first-class programme of concerts as well as learning and participation activities. The Trust has diversified its business with income streams from conferencing and new events. The Trust is working on a long-term capital project, Guildhall Renaissance, to develop a first-class venue for the future.

Over 275,000 people a year engage with the Guildhall and the Trust's various activities. We host approximately 130 large concerts per annum, 70 smaller gigs in our Studio, nearly 3,000 school children participate in Dance Live, one of our leading events, and 80,000 people annually attend conferences and events.

Our core purpose is to deliver inspirational opportunities so that people want to engage with culture and the creative economy. The Guildhall Trust's vision is that it will become a leading cultural organisation which places our communities at the centre of everything we do so that we can inspire, entertain and transform lives.

The role of Head of Finance is one of the most senior roles in the organisation. You will have significant experience working in the corporate sector with all the relevant accountancy qualifications. We are seeking someone with ambition, a proven track record

who can develop with the organisation as it expands. These are challenging times within the cultural sector however the Guildhall Trust is well placed to develop its work and explore new territories.

Person Specification

This acts as selection criteria and gives an outline of the type of person the characteristic required to do the job.

Essential: - without which the candidate would be rejected

Desirable: - useful for choosing between two good candidates

Attribute	Essential	Desirable
Experience	<p>Qualified ACCA, CIMA or ACA Accountant.</p> <p>Proficiency in financial accounting and reporting including external statutory reporting and audit.</p> <p>Management accounting experience including budgeting, forecasting and monthly reporting</p> <p>Experience to working within the commercial and corporate sector and a high level of management.</p>	<p>Experience of charity accounting.</p> <p>Change management experience.</p>
Skill/ Abilities	<p>Excellent interpersonal and communication skills.</p> <p>Strong influencing and leadership skills.</p> <p>Excellent planning, organisational and time management skills.</p> <p>Have a strategic outlook with ability to drive change where necessary.</p> <p>Highly competent with I.T.</p> <p>Hands on approach and team player.</p> <p>A strong sense of commercial and business development, and an ability to drive change.</p>	

Education and training	Relevant accounting qualification.	Management qualifications.
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