https://www.accountancycapital.co.uk/job/finance-manager/

Finance Manager

Description
Job Title: Finance Manager
Location: London, UK

About Us:
Our client is a leading cultural institution in London's vibrant arts scene. They are dedicated to delivering world-class performances and experiences across theatre, dance, and the visual arts. With a mission to inspire and engage diverse audiences, they operate a range of projects, performances, and events, both locally and internationally. Their team is passionate about creativity and innovation, and they are seeking a Finance Manager to ensure the financial health and sustainability of their organisation.

Job Summary:
The Finance Manager will play a key role in overseeing the financial operations of our organisation, providing strategic financial planning and analysis to support our artistic and business objectives. You will be responsible for budgeting, forecasting, financial reporting, and ensuring that we remain financially robust while meeting the demands of an ever-changing arts landscape. Working closely with the executive team, board members, and external stakeholders, you will ensure that financial decisions align with our vision of creating exceptional artistic experiences.

Responsibilities
Key Responsibilities:

- Oversee the day-to-day financial operations of the organisation, including accounts payable/receivable, payroll, and cash flow management.
- Prepare monthly, quarterly, and annual financial reports, including profit and loss statements, balance sheets, and cash flow forecasts.
- Lead the annual budgeting process and provide ongoing financial forecasting to ensure alignment with business objectives and artistic projects.
- Manage the financial aspects of funding applications, sponsorships, and grants, ensuring compliance with regulatory and donor requirements.
- Provide financial analysis and advice to the leadership team to support strategic planning, investment decisions, and operational improvements.
- Work closely with department heads to monitor budgets, control costs, and analyse variances, ensuring efficient use of resources across all departments.
- Ensure compliance with UK financial regulations, including VAT, corporation tax, and charity accounting requirements (if applicable).
- Liaise with external auditors and oversee the preparation of annual statutory accounts.
- Manage financial relationships with banks, auditors, and other key stakeholders.
- Implement and maintain robust financial systems and controls to safeguard the organisation's assets and ensure the accuracy of financial reporting.
- Support the development of financial strategies for capital projects, international tours, and other major initiatives.

Hiring organization
Accountancy Capital

Employment Type
Full-time

Beginning of employment
1st October 2024

Duration of employment
Perm

Industry
Creative Arts

Job Location
London

Working Hours
9-5

Base Salary
£ 60,000 - £ 60,000

Date posted
September 25, 2024

Valid through
30.09.2024

Qualifications
Key Requirements:

- ACA/ACCA/CIMA or equivalent accounting qualification.
- Minimum of 5 years of experience in a financial management role, preferably within the arts, entertainment, or non-profit sectors.
- Strong financial analysis and reporting skills, with a solid understanding of UK accounting principles and tax regulations.
- Experience with budgeting, forecasting, and managing financial operations within a project-based or creative environment.
- Excellent communication and interpersonal skills, with the ability to explain financial information to non-financial stakeholders.
- Proven experience working with grant funding and knowledge of arts funding sources in the UK.
- Strong organisational skills with attention to detail and the ability to manage multiple projects simultaneously.
- Proficiency in accounting software (e.g., Sage, QuickBooks, or Xero) and Microsoft Excel.

Desirable Skills:

- Experience in the theatre or performing arts industry.
- Knowledge of charity finance regulations and Gift Aid processing.
- An interest in the arts and cultural sector.

Job Benefits

- Competitive salary (commensurate with experience).
- Flexible working environment, including some remote working opportunities.
- Pension scheme.
- Complimentary tickets to performances and events.
- Opportunities for professional development and training.
- Be part of a dynamic and creative team in one of London’s leading arts organisations.