



The Kings Theatre Trust Ltd

Job Description

Job Title: Finance Manager	Reporting to: Chief Executive Officer
Name of Incumbent:	Signed by Employee:
	Date signed:

Purpose:

As Finance business partner to the CEO, GM and the Board, manage all budgets and controls, provide analysis, development and maintenance of the management accounts to trail balance and to ensure the long- term financial stability of the company. Be capable to play a strategic role as well as undertake routine accounting tasks.

Ensure that the company has appropriate financial policies and procedures in place to ensure ongoing financial health of the company is maintained. Support all departments within the company ensuring robust systems are in place throughout.

Main responsibilities:

To be a part of the Executive Team to deliver the business plan of the Theatre and ensure that internal teams are fully coordinated and motivated to create the highest level of achievement.

Lead by example, living out the quality standards of the Kings.

Work as an effective team member and promote teamwork between departments on shared activities and responsibilities.

Financial Management and Control

- Play a major role as part of a small senior team in developing the long-term strategy and associated financial budgets, targets and KPIs.
- Ensure that all financial transactions of the business are recorded and processed accurately and on a timely basis.
- Review accounting entries, produce management accounts by deadline and provide a written summary of the keys point in each period.
- Ensure that all control accounts are accurate.
- Manage the interaction of the business and production accounts and all inter account transfers.
- Provide financial information to the Chief Executive and other managers as directed to assist with operational decision making.
- Ensure that the Kings Theatre meets its statutory and financial requirements to include the preparation of reports and returns for VAT, Gift Aid, PRS & PPL .
- Facilitate the annual full audit process and the quarterly interim audit process.
- Manage the audit processes effectively and on a timely basis.

- Ensure that accounts are completed and filed with Companies House and the Charities Commission on a timely basis.
- Complete the annual returns for both Companies House and the Charities Commission.
- Ensure the Finance team works within an effective, efficient and compliant financial framework.
- Provide information and support for Chief Executive in the financial forecasting process, including individual budgets for each financial year.
- Ensure the effective preparation of settlements for touring companies within deadlines, liaise with external promoters, make appropriate financial settlement when approved.
- Effective monitoring of actual revenues and expenses against budgets including analysing variances and raising any concerns with the Chief Executive.
- Prepare a formal report for the Chief Executive of the finance functions once a month.
- Attend regular meetings with the Chief Executive armed with key data.
- Monitor any capital projects work and budgets providing effective and timely reporting.
- Support regular FOH stocktakes and providing analysis of results including recommending procedures.
- Be Responsible for maintaining and developing accounting software.
- Be Responsible for maintaining the asset register.
- Other tasks include: Reconciliation of control accounts, posting journals, credit card reconciliation, petty cash control, bank account administration.

Management

Line manage the Business and Support Manager as part of the finance team including:

- a. Agreeing objectives for the departments based on the needs of the Kings
- b. Develop, mentor and coach all team members to be the best they can be
- c. Planning, monitoring and appraising results
- d. Conducting quarterly One2One meetings with direct reports, closely monitoring and evaluating agreed aims and objectives
- e. Creating and developing control systems, policies, procedures and productivity standards
- f. Ensuring that the output is of a high standard, accurate and consistent with the Kings' ethos
- g. Develop a three-year financial plan for the department
- h. Assist in the identification and development of suitable grant applications.

This job description will be reviewed on a regular basis and will, in consultation with the post holder, be adjusted as necessary in line with the developing nature of the Kings Theatre's activities.

PERSON SPECIFICATION		
Attainments	Essential	<ul style="list-style-type: none"> • ACA, ACCA or CIMA qualified or QBE
Special Aptitudes / Knowledge	Essential	<ul style="list-style-type: none"> • Experience in using Microsoft Office software including Word • Proficient Excel user • Proven experience of using Xero or similar financial accounting software • Proven experience of leading and managing a small team • Excellent verbal reasoning, numeracy and literacy skills • Experience in the preparation of financial accounts • Experience of producing an annual budget, its distribution and control. • Experience of working with financial regulations • Proven experience in producing or supporting the production of monthly accounts • Experience of managing within a busy office environment undertaking a range of admin / finance based tasks in a senior management position • Experience of cash handling and developing / managing cash handling systems • Experience in the preparation of financial procedures and work instructions
	Desirable	<ul style="list-style-type: none"> • Experience of working in a Venue or the Entertainment Sector • Experience of charity regulations
Disposition	Essential	<ul style="list-style-type: none"> • Self-starter with an enthusiastic approach • Excellent communicator with colleagues at all levels • Accepts and seeks responsibility • Accurate with good attention to detail and a natural aptitude for figure • Capable of performing well under pressure • Ability to use initiative and problem solve • Team player • Desire to make a positive contribution to the Portsmouth community and provision of culture