



FINANCE MANAGER

Job description

Department:	Finance
Responsible to:	Head of Finance
Manages:	N/A
Contract type:	0.6 - FTE (24 hours per week, office based), permanent
Salary:	£35k – £38k FTE pro rata (£21,000 – £22,800 Actual) dependant on experience

Level 4 SMT
Level 3 Head of Depts
Level 2 Managers
Level 1 Team members

ABOUT WOOLWICH WORKS

Woolwich Works is a multi-million pound cultural hub in the old military buildings of the Royal Arsenal that opened in September 2021. Our spaces include a stunning 1500m² former factory performance and events venue, rehearsal and performance studios, event spaces, outdoor courtyard, community hub, and a beautiful, buzzing café bar. We're home to a number of world class resident artistic companies, including Chineke! Orchestra, the National Youth Jazz Orchestra, Luca Silvestrini's Protein, the Acosta Dance Foundation, and internationally renowned theatre company, Punchdrunk.

This job is being advertised by Woolwich Creative District Trust (the 'Trust'), an independent not-for-profit organisation founded to run Woolwich Works. We're here to build an exceptional, professional, inclusive creative community that delivers our mission to offer hope and opportunity by enabling people to realise their creative potential.

ABOUT THIS JOB

Reporting to the Head of Finance, you will be responsible for the Trust's day to day financial management, as well as owning the month end process, ensuring accurate and timely information for decision making. You will also work closely with the Heads of Departments and other budget holding Managers on their profit and loss accounts, supporting robust cost control, timely invoicing, and promoting a clear understanding of the income and expenditure of each department.

The Finance Manager will also be responsible for Monthly payroll, RTI submissions and general Pension administration, general financial compliance, preparing and submitting HMRC VAT returns, as well as the effective administration of accounts receivable, payable and credit control. You will prepare reporting for funders and contribute to funding applications, and support the Head of Finance with the annual audit, and other ad-hoc requirements.

This role will typically be 24 hours (0.6 FTE) per week, based in our offices in Woolwich. We are flexible in how these hours can be worked, either as three full days a week, or split over 5 days, with the focus around payroll and month end. Please let us know your preference for discussion at interview.

Is this job for you?

We're looking for an experienced Finance Manager, ideally with experience of arts or charity sector. You'll have significant, relevant financial and accounting experience. You'll have a good technical knowledge of tax issues and be practiced in managing VAT returns and administering PAYE / payroll. You'll need to be proficient in the use of excel, as well as being comfortable using a range of accountancy and software platforms.

You'll be a capable and confident communicator, practised at managing staff and building successful peer-to-peer relationships and able to contribute to broader conversations both charitable and commercial in nature.

We are a small knit team, so the willingness to roll up your sleeves and get stuck in where necessary will be important, whilst also providing general assistance across the wider team.

How to apply

To apply for this role please visit <https://apply.woolwich.works/> You will be directed to our portal to complete the online application form no later than 23.59 on Sunday 3rd March 2024 (the 'closing date'). We reserve the right to close this application early if we receive a high number of applications. Application is made through the submission of a CV and covering letter. The covering letter is entered as free text in the portal itself and your CV should be uploaded.

If you're unable to complete the application for any reason please either email us or call (020) 8035 8835 so that we can discuss alternative arrangements for assessing your suitability for the job. However, you must do so at least one week before the closing date above.

We aim to give feedback to anybody who was interviewed and requests it but due to the high number of applications we receive it may take us some time to do so. We will always let you know if you have been unsuccessful and we aim to stick to the time frame outlined in the job advert.

We're proud of the diversity of our community and aim to build a team that represents it. We therefore particularly welcome applications from people from black, Asian and ethnically-diverse backgrounds, and those identifying as D/deaf or disabled.

RESPONSIBILITIES

We try to make our job descriptions as straightforward and accessible as possible. They're not intended to set out every duty in detail, but to explain the key responsibilities so that you understand the nature of the job. How you go about doing it will be discussed and agreed between you and your manager on an ongoing basis.

All our team members are additionally expected to work to a Competency Framework, which is included in this pack. This is a Level 2 (Manager) position.

1. To manage the day-to-day running of the finance function, being the main point of contact for any finance related queries across the organisation, ensuring that the processes and controls in place are adhered to.
2. To own the month-end close process including, Accruals & Prepayments, Bank and other Balance Sheet reconciliations, Credit Card & Expense postings, Stock adjustments, Inter-company transactions, Deferred income, Depreciation, Salary journals (Including the accurate allocation of staff cost to departments), and Advanced Box Office Reconciliations.
3. To manage the Fixed Asset Register and depreciation schedule.



4. To be responsible for monthly payroll, ensuring that data is processed timely and accurately and in compliance with the HMRC and other relevant regulations and liaise accordingly with the pension provider.
5. To manage the weekly supplier payment run.
6. To prepare and submit quarterly VAT returns for the Charity and its two subsidiaries.
7. To be responsible for the management and administration of the pension scheme.
8. To prepare and process Gift Aid repayment claims.
9. To assist the Head of Finance with the production of monthly and quarterly management accounts.
10. To provide department heads and budget holders with monthly reports on income & expenditure, check accuracy of information, and support the team to become more financially literate.
11. Support the Head of Finance with the external auditing process, including to prepare for and maintain accurate records, including restricted and non-restricted grants, and any related expenditure against them.

General responsibilities

1. To champion and promote the values and behaviours set out in the Woolwich Works Competency Framework, promoting diversity and inclusion and acting as an ambassador for the Trust and the borough.
2. To act as a first aider, fire marshal or Duty Manager if required by the Operations Director.
3. To accommodate, support and encourage work experience placements, interns and apprentices.
4. To work safely and encourage and require others to work safely, in accordance with the Woolwich Works Health and Safety Policy and any other relevant policy or procedure.
5. To safeguard the organisation's data, working in line with the Trust's data protection policies and in accordance with the Data Protection Act 2018.
6. To be responsible for undertaking training and development as required to meet the needs of the organisation.
7. To always act in the best interests of the Trust, and in line with all company policies.
8. To undertake any other duty in line with the level of the job as may be required by the Head of Finance.

PERSON SPECIFICATION

We'll decide whether to invite you for an interview by reviewing your application against the responsibilities above and the skills below.



Essential skills and experience

- A. Significant relevant financial and accounting experience.
- B. A relevant Professional accountancy qualification (AAT, ACCA, CIMA, ACA)
- C. Experience of calculating and preparing salary and PAYE data, managing payroll, HMRC returns and managing contributory pension scheme.
- D. Organised and highly numerate with excellent attention to detail.
- E. Excellent IT skills including advanced Excel skills.
- F. Significant experience of working with and administering accounting software and associated solutions.
- G. Ability to confidently deal with colleagues and develop strong internal and external relationships with stakeholders.
- H. Excellent communication skills with an analytical mindset and an ability to communicate complex information to non-finance stakeholders.

Desirable skills and experience

- A. Relevant experience of working in a startup, or charity with subsidiary commercial trading company would be an advantage.
- B. A good understanding of working with restricted and unrestricted funds is highly desirable.

If we invite you for an interview, we'll explore your suitability for the job based on the contents of your application, this job description and our Competency Framework.

CONDITIONS

Hours: Typically 24 hours (0.6 FTE) per week, Monday to Friday . As mentioned above, the split of days and hours worked will be discussed at interview. Sometimes, evening, weekend and bank holiday working may be required for which no additional payment will be offered. You may be expected to work operationally for major events.

Location: You'll be based in Woolwich, south east London. We may require you to work elsewhere or travel within the UK as part of your job.

Probationary period: Six months

Holiday: 5 weeks per year (pro-rated entitlement based on 25 days for full time equivalent) plus public holidays

Notice period: Prior to receiving written confirmation of the satisfactory completion of the probationary period, either you or the Trust can terminate employment by giving one week's notice in writing.

Following satisfactory completion of the probationary period, the notice period will be three months.



- DBS check:** You must tell us about any unspent criminal convictions when applying for this job, and undertake an enhanced Disclosure and Barring Service ('DBS') check if appointed (and at least annually thereafter). Having a criminal record will not necessarily bar you from working with us, but we will consider the nature of any disclosed convictions and their relevance to the job and the Trust. If you don't disclose information relating to unspent convictions, we'll withdraw any offer of employment that we may subsequently make, or terminate your employment.
- References and right to work:** Any offer of employment will be subject to the receipt of two satisfactory, written references, one of which must be from your most recent employer or professional contact. You must have the legal right to work in the UK.
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From the Royal Borough of Greenwich, for everyone.

Founder:

