Dear Applicant,

Thank you for your enquiry about the post of Finance Manager.

A little about the company: The Maltings has operated as an arts and community centre for Farnham since the early 70s. There is a core of successful activities – a music and theatre programme, a flourishing programme of theatre for young people, workshops, the monthly markets, and film programme. There are also a host of community users of the building – University of the 3rd Age, The University, Beerex and a range of voluntary groups with over 400,000 people using the building each year.

Alongside our work within the venue, we produce the work of a number of contemporary theatre makers, run ‘caravan’ as an international programme for English based artists and manage ‘house’ a network of 180 venues across the South and East of England to collaboratively programme contemporary performance.

Hopefully the attached job description will give you a good sense of the main duties of this post. That said we are a flexible organisation keen to ensure that every member of staff has the opportunity to shape the ways in which we operate. There is a capable finance team of two part time roles who are settled in post.  It is worth emphasising that we are a successful business and charity. We employ upwards of 70 people, our funding partnerships are strong and stable despite the impact of Covid over the past 18 months.

We want the Maltings to be a happy, creative organisation. We are looking for somebody who is confident in their abilities, is good on the detail, respond to opportunities and is keen to take on new challenges. If you want an informal conversation about the post feel free to call me on 01252 745400.

To apply please could you fill in the attached Application Form Equal Opportunities Monitoring Form and return it to: [recruitment@farnhammaltings.com](mailto:recruitment@farnhammaltings.com) by the deadline of 29th June 2021. Interviews will take place on 7th July 2021.

Good luck!



gavin stride

director

**Job Description**

Position: Finance Manager

Responsible to: Director

Line manage: Finance officers

Contract: Permanent, full time

Last updated: June 2021

1. **Objectives and Responsibilities:**
   1. The Finance Manager is responsible for the good management of all aspects of the company’s finances. *The company uses SAGE Line 50 Accounts and SAGE Payroll.*
2. **Duties:**

**2.1 Regular Financial Activity**

2.1.1 To keep accurate records of all incoming and outgoing financial transactions as they occur and the maintenance of systems for the recording, organisation and calculation of all financial business and transactions for the company.

2.1.2 The management of all payments for services provided by contractors, suppliers, artists and clients, and the payment of any taxes (including VAT), rates, rents, PRS and licence payments by the deadlines required by law or contracted agreement.

2.1.3 Managing the submission of the monthly payroll and benefits by working closely with the HR Manager. Production of monthly payroll, maintenance of associated records and end of year procedures, both internal and statutory.

2.1.4 The management and supervision of all bank or other accounts held in the name of the company.

2.1.5 To ensure monies received (cash, cheques, credit cards) agree with amounts posted to the accounts and are banked in accordance with deadline and insurance purposes.

2.1.6 To ensure direct debit instructions are processed and collections are scheduled monthly

2.1.7 Manage the quarterly VAT returns, ensuring the current VAT legislation is adhered to.

**2.2 Reporting**

2.2.1 Preparation of quarterly management accounts for Council of Management (P&L, balance sheet and fund analysis) and producing a report on significant trends and variances.

2.2.2 To attend the Finance and Resources Committee and Board meetings, reporting to the board of trustee’s the company’s financial position.

2.2.3 Managing the financial audit, reporting to the audit partner, directors and trustee’s any findings.

**2.3. Budgets**

2.3.1 To work with the company’s directors to prepare annual budgets for the Maltings and to the deadlines required for presentation to staff, trustee’s and funders.

2.3.2 With the directors, to re-assess budgets against forecasts and prepare any project specific budgets, forecasts or cash flows required.

**2.4. Staff**

2.4.1 To manage the finance officers and ensure that systems are in place and adhered to for ticket sales, booking confirmations and invoicing.

2.4.2 To advise on the selection of auditors, bankers, investment managers, insurers, financial system vendors and other financial and administrative advisors and contractors as required.

**2.5. General**

2.5.1 To work as part of the Executive and Management Team and to contribute to effective strategic and operational decision making.

2.5.2 To ensure that the company is up to date with the SAGE financial management package.

2.5.3 To ensure that the Maltings is GDPR compliant and all the necessary procedures are in place and training undertaken.

2.5.4 To assist implementation of any policies (for example: Equal Opportunities in Employment and Service Delivery) that are promoted by the Maltings Council and Director.

2.5.5 To undertake any other reasonable duties as may be required from time

to time.

**2.6 Analysis**

2.6.1 To provide income and expenditure analysis to inform business planning and decision making.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| Knowledge and Skills | * Full or part-qualified ACCA/CIMA (or similar) * SAGE experience * Payroll experience * Excellent written and oral communications skills * Proven ability to implement and monitor highly effective and efficient financial controls. * Ability to prepare and present accurate and timely financial statements. * Strong commitment to high standards of performance. * Sound working knowledge of Windows based software packages, including SAGE. * Ability to investigate a problem or situation beyond routine questioning. | Member of ICAEW, CIMA, ACCA or equivalent |
| Relevant Experience | * A minimum of 4 years’ accounting experience * 3 – 4 years managerial experience in a multi-strand business. * Detailed knowledge of financial accounting and reconciliations; financial systems and process development * Experience of managing and developing staff | * Experience of charity and/or arts environment * Audit background |
| Personal Qualities | * Accuracy and attention to detail. * Efficient and methodical | * An interest in the arts |

**Application Form**

Candidates are asked to ensure that they complete all sections of the form. Of particular importance to us is the third section on this page and overleaf, which is intended to give you an opportunity to demonstrate your suitability for the post.

You should return your completed application form and equal opportunities form to:

Rosie Bunnage, HR Manager at [recruitment@farnhammaltings.com](mailto:recruitment@farnhammaltings.com) or post to Farnham Maltings, Bridge Square, Farnham, Surrey GU9 7QR, **by 12 noon on 29th June 2021.**

Interviews will be held on **7th July 2021**

|  |  |
| --- | --- |
| **Post applied for:** | Finance Manager |

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Initials** |  |

|  |  |
| --- | --- |
| **Address** |  |
| **Email** |  |
| **Home telephone** |  |
| **Daytime telephone** |  |

|  |
| --- |
| **Bearing in mind the detailed job description, please tell us in your own words why you are a suitable candidate and what particular qualities and experiences you would bring to the post if appointed. This section is your opportunity to present yourself as the best person for the job.**  The box below will expand with your text. |
|  |

|  |  |
| --- | --- |
| **PRESENT EMPLOYMENT (if any) – if freelance please give details of last contract** | |
| Employer |  |
| Address |  |
| Date from |  |
| Position and duties |  |
| Present salary |  |

|  |  |  |
| --- | --- | --- |
| **PREVIOUS EMPLOYMENT (excluding present post)**  Please add as many rows as are necessary. | | |
| **Dates** | **Employer** | **Position and duties** |
|  |  |  |
|  |  |  |
|  |  |  |

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| --- |
| **EDUCATION AND TRAINING**  Please give details of any relevant education and/or training including qualifications gained, if any: The box below will expand with your text. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **OCCUPATIONAL HEALTH**  To the best of your knowledge do you have or suffer from any medical, physical or mental conditions which may hamper your ability to normally perform the duties that could be reasonably expected from you in this employment? | | | |
| **Yes** |  | **No** |  |

|  |  |
| --- | --- |
| **Please list two people whom we may approach for professional references after interviews and prior to an offer of appointment (one of these should be your present employer if applicable).**  **Please note: references will only be taken up prior to an offer of employment** | |
| **REFEREE ONE** | |
| Name |  |
| Position |  |
| Address |  |
| Telephone number |  |
| Email |  |
| **REFEREE TWO** | |
| Name |  |
| Position |  |
| Address |  |
| Telephone number |  |
| Email |  |

|  |  |
| --- | --- |
| **Signed** |  |
| **Dated** |  |

**Please return to recruitment@farnhammaltings.com by the closing date.**

**Equal opportunities monitoring form**

This information is required so that we can monitor the implementation of our equal opportunities policy. It will enable us to compile statistical information about applicants, in relation to sex, age, ethnic background and disability, for the purposes of comparison with similar statistical information on those actually recruited. It will not be used for any other purpose. We would encourage you to complete it so that we can have a full picture of our recruitment and selection patterns.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Date of birth: |  | | |
| Male/Female \* (please delete as appropriate) | | | |
| Position applied for: | |  | |
| Where did you see this job advertised? | |  | |
| Do you have any disabilities? | | Yes/No \*(please delete as appropriate) | |
| How would you describe your ethnic origin? Please indicate one of the following categories: | | | |
| **A White:** | | | |
| British | | |  |
| English | | |  |
| Irish | | |  |
| Scottish | | |  |
| Welsh | | |  |
| Other white background, please specify: | | |  |
| **B Mixed heritage:** | | | |
| White and Asian | | |  |
| White and Black African | | |  |
| White and Black Caribbean | | |  |
| Other mixed background, please specify: | | |  |
| **C Asian or Asian British:** | | | |
| Bangladeshi | | |  |
| Indian | | |  |
| Pakistani | | |  |
| Other Asian background, please specify: | | |  |
| **D Black or Black British:** | | | |
| African | | |  |
| Caribbean | | |  |
| Other Black British background, please specify: | | |  |
| **E Chinese or other ethnic group:** | | | |
| Chinese | | |  |
| Other, please specify: | | |  |
| **F Prefer not to say:** | | |  |

These categories do not refer to the place of birth, citizenship or nationality, but to the ethnic group to which you belong.

I hereby give my consent for the information contained in this form to be processed for monitoring purposes.

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |