

Finance Manager



Applying for this post

To apply for this post please send either your full CV or a completed [Application form](#) explaining how your skills and experience align with the requirements of the job description as well as your [E&D form](#) to Julia.layland@birmingham-rep.co.uk.

If you would like to submit your application in another format or request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact Julia.layland@birmingham-rep.co.uk

The deadline for receipt of **applications** is **Monday 22nd February 2021 at 1pm**

Interviews will be held via Zoom on 11th and 12th March and will be competency based.

Guidance

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

In line with GDPR, your application will be retained securely for 6 months before being destroyed if you are unsuccessful.

Role Summary

This is an exciting opportunity to join The REP's Finance team and contribute towards a new finance strategy. This will involve leading the day to day management of the service team and contributing toward all aspects of the strategy, which includes a reset of our financial systems and processes to build resilience across the organisation and supporting our commercial businesses. The successful candidate will work with autonomy and be accountable for delivery with oversight and sign-off being provided by the Finance Director.

The person in this role will be responsible for delivering two key parts of the finance strategy:

Team Management:

Managing a team of three finance officers working across payroll, sales and purchase ledgers and a range of tasks. This will involve over-seeing all month-end tasks, payroll, supplier payments and customer invoicing and debt collection and working collaboratively with all teams in the organisation. Self-development is crucial and the successful applicant will provide development guidance to the finance officers to support them to deliver excellent service to a high standard

There is an opportunity to contribute a broad range of financial, commercial and team managing knowledge which would particularly suit someone with experience and ideas about continuous improvement, attention to detail and excellent customer service.

Unique Venues Birmingham:

The REP owns Unique Venues Birmingham Limited (UVB), a specialist events business which works with the Library of Birmingham to offer a range of diverse venues within the theatre and library buildings for private and corporate events. The REP's finance team support UVB with all financial related matters.

This is an opportunity for the successful applicant to lead all finance support to UVB's commercial team. This will involve taking the lead on management accounts with assistance from a finance officer, and preparing and presenting financial information to UVB's board. Developing a strong rapport with UVB's commercial team is crucial to The REP's support of the business.

There will be a requirement to self-start and bring a views and understanding of finance systems and processes and providing training to others as required.

Other duties and responsibilities

- Escalate any finance risk, gaps and issues identified to the Finance Director
- Assist Finance Director with annual statutory accounts preparation
- Supervise team in day to day tasks and work with individuals on their development objectives
- Review monthly payroll and supplier payment lists
- Review and continual improvement of internal controls and processes
- Preparation of quarterly VAT returns
- Supervise management accounts preparation process for subsidiary companies
- Supervise month-end tasks ensuring a high quality delivery, on time
- Draw upon experience to help to re-think and re-design processes and practices to create better, leaner, simplified ways of doing things
- Team development initiatives via training and coaching to become more empowered and capable in finance processes
- Review vendors and suppliers across the organisations – implementing a review framework and tender process
- Actively contribute to continuous improvement by implementing and improving control, rigour and governance across all finance processes

General Responsibilities

- Adhere to and implement the guidelines, procedures and policies of the company as detailed in the staff policies (available from the staff intranet).
- Play a role in the life of the company and work across departments to develop a positive and engaged organisational culture
- Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work and abide by the procedures set out in the Health & Safety Policy.
- Be aware of, and comply with, rules and legislation pertaining to data security, and GDPR, at work and abide by the procedures set out in the Data Protection Policy.
- All staff are expected to demonstrate an understanding of, and adherence to, our safeguarding policy, including a duty to report any issues of concern.

Person specification

Essential

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

- 2-3 years' experience working in a Finance team at senior assistant/assistant manager/manager level
- Qualified in ACCA or equivalent professional body
- Experience in supporting Finance department processes.
- A working knowledge of current accounting principles and best practice related to internal controls environment.
- Knowledge of preparing management and statutory accounts
- Experience in a large database and in handling sensitive data
- Able to work at pace, with accuracy and diligence
- Able to self-start, navigate through some degree of ambiguity and manage own time and workload
- Acts as an ambassador for the people team by showing warmth, reliability and trustworthiness
- Excellent skills in all Microsoft office packages, particularly excel.

Desirable

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.

- Experience of managing a team of three to four people
- A basic understanding of current accounting principles and charity commission guidelines
- Experience in Access Dimensions and Payrite or similar finance and payroll systems
- Experience in an arts organisation
- Able to work remotely from home

Terms & Conditions

Period of work

This is a permanent contract

Pay

Up to £37,000 per annum pro rata commensurate with experience

Hours

4 to 5 days per week, to be worked flexibly to suit applicant

Holidays

20 days per year plus public holidays, pro rata. The holiday year runs from 1 September to 31 August each year.

Probation period

The probation period will be 1 month

Notice period

The notice period will be 1 month

Location of work

Due to COVID 19 we encourage applicants to work from home until guidelines are reviewed by the government. When it is safe to return to the office the normal workplace will be The REP theatre offices in Birmingham.

Equal Opportunities

The REP is committed to promoting a diverse and inclusive workplace where everyone can be themselves and succeed on merit. We guarantee interviews for candidates from under-represented groups who met the requirements of the job description.

Flexible working

The REP are committed to creating a flexible working environment where everyone we can be their best whatever their circumstances. We actively encourage applications for job shares and flexible working and will make every effort to accommodate these requests.

Safeguarding

The REP is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

Offers

Any job offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK
- Role appropriate background checks