

Job Pack: Finance Manager (Maternity Cover)

Background

Streetwise Opera is an award-winning charity that uses music to help people make positive changes in their lives. Working with people who have experienced, or are at risk of, homelessness, we run workshop programmes across England and stage critically-acclaimed operas, and are developing With One Voice; an international arts and homelessness movement.

Our productions platform the skills of our performers in a professional arena, showing that whatever life throws at them, they can achieve great things. Underpinning these, our year-round workshop programme offers a unique source of creativity in lives where everything else can be changing.

Streetwise Opera's next production, *Tell Me The Truth About Love*, will be presented at Sage Gateshead in April 2018, directed by Olivier-Award winning Bijan Sheibani and featuring music from Benjamin Britten, Will Todd and Anna Appleby.

This role will be at the heart of Streetwise Opera's work, ensuring the smooth and efficient running of the charity.

As an employer, Streetwise Opera offers a wide range of benefits including excellent professional development and training opportunities, season ticket loans and an employer pension scheme. You will be joining a friendly, committed and supportive staff team and have the opportunity to make a real difference to our ambitious and life-changing work.

Reporting to: Co-Executive Director

Salary: £28-30,000 pro-rata, depending on experience

Location: Central London

Hours: part-time, 2 days per week (0.4 FTE)

Period: 9-month fixed-term contract

Closing date: 15 April

Key areas of responsibility include:

- Alongside the General Manager and Co-Executive Directors, to manage operating budgets (including costings and budgets for specific productions and projects) up to £1m
- To ensure that financial systems, policies and procedures (including budget-setting, monitoring and authorisation of income and expenditure, cash flow and payroll and reserves) are rigorous and fit for purpose
- To ensure that processing and storage of financial data is in line with new General Data Protection Legislation
- In collaboration with the General Manager, to ensure that all budget-holders understand their responsibilities and are kept abreast of any budgetary and financial policy changes
- To oversee the Arts Administrator and support the General Manager in day-to-day book-keeping (invoice processing, payment runs, recording income, bank and credit card reconciliations)
- To manage payroll, in conjunction with the external payroll administrators
- To prepare and present quarterly management accounts, budgets, cash flow and finance reports for the board of trustees, attending meetings as required
- To lead on Theatre Tax Relief claims, in collaboration with our Treasurer and external accountants
- To provide financial information and advice as necessary to the Co-Executive Directors and the Board of Trustees

- To assess and make recommendations on the financial viability and organisational practicality of projects
- To prepare the annual accounts for audit, alongside the Treasurer.

Other

- Attend workshops periodically

Person Specification

Education and Knowledge

Essential

- Qualified or part-qualified accountant (ACCA, CIMA or equivalent), or equivalent accounting experience

Desirable

- Knowledge of UK GAAP and SORP

Experience and Qualities

Essential

- Operational budget management (up to £1m)
- Financial and management reporting within a medium-sized firm, either in charitable sector or commercially
- Preparation of management accounts
- Preparation of year-end statutory accounts including liaising with auditors
- Payroll management
- Ability to communicate financial information in an appropriate manner for those without financial experience
- Confident and clear presentation manner
- Experience of working with a board of directors/trustees
- Experience of using online accountancy software
- Discretion with regard to confidential information
- Empathy with homeless and socially-excluded people

Desirable

- Understanding of charity finance structures and regulation
- Experience of using QuickBooks
- Good written and oral communication skills
- Knowledge of Theatre Tax Relief
- Interest in the arts

This is a demanding post, requiring a solid grounding in book-keeping, budgeting and financial reporting. The successful candidate will be an experienced finance professional, ideally with knowledge of the charitable sector.