

<b>Job Title:</b>	Finance Manager
<b>Responsible To:</b>	CEO
<b>Hours:</b>	32 hours (0.8FTE)
<b>Salary:</b>	£36,400 FTE

### Who you are

Trinity is seeking an experienced and enthusiastic Finance Manager to help ensure Trinity's Board of Trustees and senior executive team have clear and accurate visibility of the charity's finances. The successful candidate will make a key contribution to the effective management and function of the organisation.

The finance manager will have responsibility for the record keeping, invoicing and reporting of the theatre's finances alongside managing the financial operations of the charity.

This is a flexible end-to-end finance role, which may be suited to someone who has worked in various finance roles and has experience in each part of the finance process.

### Who we are

Based in a Grade II\* Listed ex-church, Trinity Theatre is a unique, welcoming venue, and a charity aiming to use the arts for the personal creative benefit of the local area.

We host a busy programme of events, offering a mix of theatre, live music, cinema and community events. We have a strong Creative Engagement team, offering a wide range of artistic opportunities to the public as well as supporting the incredibly busy and talented Trinity Youth Theatre.

Our values sit at the core of what we do and are embraced by our staff, volunteers and board. They are to be:

- An **INCLUSIVE** charity that welcomes and encourages anyone to engage with Trinity and the arts.
- A charity that strives for **QUALITY**, to achieve the very best we can, in everything we do.
- A **NURTURING** charity that supports, develops and cares for its staff, volunteers, partners and audiences.
- A charity that fosters **JOY**, in what we do and the people we do it with.

This is a truly exciting time for Trinity as we have launched a new brand, are due to launch a new website and publish our recent Social Value report. This summer will see the opening of our Clocktower – a transformational project funded by the National Heritage Lottery Fund.

Trinity is a force for good in Tunbridge Wells, providing wonderful live entertainment and building social cohesion, changing lives for the better. This is a great opportunity to make a positive impact during an exciting period of growth.

## **Responsibilities**

**Income** Oversee all Trinity income including cash, card receipts and bank transfers, raising and issuing invoices as required and undertaking effective credit control.

**Payments** Oversee all Trinity payments, including manage payroll, liaising with performing companies and hires regarding payment settlements and processing and monitoring invoices.

**Bookkeeping** Oversee and manage all aspects of book-keeping including sales, purchase ledger input, reconciliations, journal and nominal ledger administration. Ensure accurate and up to date financial records are kept.

**Cash management** maintaining forward looking cash projections and report on the cash position to senior management and Finance subcommittee.

**Reporting** Create and maintain reports for Trinity, including management accounts, show profitability, cash flow and budget holder income/expenditure.

**Budgeting** Assist in the production of annual theatre budgets and manage finance department budgets

**Tax** Liaise with HMRC and oversee submission all tax returns and claims including VAT, PAYE, gift aid and theatre tax relief.

**Audit** Lead the relationship with the theatre auditors, including preparing audit files, dealing with audit queries and reviewing annual accounts.

**Banking** Liaise with Trinity's bank as necessary and maintain an up-to-date bank mandate. Manage Trinity's bank accounts and any transfer of funds between them.

**Financial Controls** Be responsible for compliance with Trinity's financial controls

**Relevant Experience**

**Essential**

- Relevant accountancy qualification
- a good working knowledge of accounting and payroll work using bespoke software applications
- experience of reporting to management level
- competence in preparing regular monthly accounts to deadline
- able to draw up a set of accounts for audit
- a high level of numeracy and experience of cash handling
- good interpersonal and communication skills
- experience of working in a similar sized organisation
- ability to balance conflicting priorities
- attention to detail

**Desirable**

- experience of working in a theatre, arts centre
- experience of working with Xero or Spektrix
- experience of working in a charity and with restricted funds
- a good level of I.T. skills including proficient use Microsoft Office Suite.

## Other Information

### **Holiday**

Our holiday allowance is 32 days a year inc. 8 bank holidays. For part time staff this is pro-rata.

### **Flexible Working**

The role is 32 hours, and these can be worked flexibly. Some home working is possible.

### **Pensions**

Trinity provides statutory pension support after qualifying period if employee signs up to scheme. We will contribute 3% alongside minimum employee contribution of 5%.

### **Probation**

The probation period will be three months for both parties.

### **Data Protection**

Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Information provided on the Equal Opportunities Monitoring Form is separated from your application, held confidentially and only used to monitor and analyse Trinity policies. It is not used during the short-listing process. Any information will be kept on file for a max of 12 months and then destroyed.

### **Equal Opportunities**

Trinity Theatre values and promotes diversity and is committed to equality and opportunity for all. No job applicant or employee will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, gender, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion. If any candidates have any concerns about the specifics of the recruitment process, they should make contact to discuss any adjustments.

### **Appointments**

In line with the Trinity's Safeguarding Policy, any relevant appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. Trinity will not discriminate unfairly against any convictions or other information revealed.

All appointments are made subject to references and proof of eligibility to work in UK.

## How to Apply

To apply, please return a CV and covering letter / email to the address or email below:

- Trinity Theatre, Church Road, Tunbridge Wells, Kent TN11JP
- [hr@trinitytheatre.net](mailto:hr@trinitytheatre.net)

The closing date is midday on Monday 26<sup>th</sup> August, with interviews shortly afterwards. We reserve the right to close this job advert early if a suitable candidate is found, so early applications are encouraged.