



JOB TITLE:	Finance Manager
RESPONSIBLE TO:	Managing Director
HOURS:	40 hours a week, Monday to Friday
SALARY:	£45,000 to £50,000 depending on experience
HOLIDAY:	20 days annual holiday plus statutory bank holidays
PENSION:	Auto enrolment pension with 5% employer and 3% (minimum) employee contributions. Salary Sacrifice option available

About The Criterion

The Criterion is one of the few independent theatres in London's West End.

Managed by The Criterion Theatre Trust, all profits generated from our theatre operations are put back into the running and care of this unique historic venue. The work includes restoring the Grade II* listed theatre, making the venue more environmentally sustainable and fit to present modern theatre to modern audiences, encouraging increased engagement in the arts through community and education projects, and supporting the development of emerging talent through created opportunities on the Cri stage.

www.criterion-theatre.co.uk

Overview of Role

The Finance Manager will oversee all the company's financial processes and ensuring compliance with statutory requirements. They will support and report to the Managing Director with strategic long term financial and business planning as well as annual budgeting and monthly forecasting.

They are responsible for maintaining the company accounts, preparing management accounts, cashflow forecasts and financial reports for the Managing Director and the Board of Trustees.

Line management of the Finance & Admin Assistant role and any further additions to the department staff levels, including recruitment, conducting annual reviews and appraisals.

The Criterion Theatre is a company limited by guarantee, and a charity and currently has an annual turnover of circa £3 million.

We manage our finances in-house, currently using Xero, but payroll is outsourced. The Finance & Admin Assistant supports this role with financial processes.

Financial Management

- Lead on the effective day-to-day operation of the theatre's finance systems and processes
- Manage the payroll processes and the pension scheme
- Prepare, pay and reconcile all payments as they become due
- Take overall responsibility for the accounting system ensuring accuracy and timeliness of information, approving invoices, all journal entries, producer contra settlements and balance sheet reconciliations.
- Supervise the Finance & Admin Assistant in their bookkeeping duties
- Key contact for the company with external parties including the External Auditor, Bank Relationship Manager, HMRC, DTE (our payroll administrator), Pension provider and credit card payment systems
- Keep the Managing Director regularly updated on restricted and unrestricted income position

- Overseeing aged debtors and ensuring debtors are less than 7 days
- Liaise with Box Office and Theatre Management teams on system sales set up, reporting and troubleshooting.
- Prepare figures and liaise with producers on weekly contra settlements and reporting

Accounts

- Liaise with the auditors in the preparation of year end accounts to statutory account level, in accordance with all relevant accounting standards and current Charity SORP and FRS102
- Act as the main contact point for the auditors and implement system improvements as agreed

Compliance

- Prepare and submit VAT returns
- Ensure compliance with current regulations with regards to VAT, payroll taxation and employment status
- Ensure compliance with all legal and statutory regulations

Statutory and Charitable Sector

- Keep up to date with, and uphold, charitable accounting best practice across all areas of the business
- Prepare and file annual charities return

Financial Planning, Budgeting and Reporting

- Be responsible for the production and development of the monthly management accounts process, including income and expenditure statements, cash flow, balance sheet, movement of funds statement and updated forecast of year end position
- Lead on cashflow planning and manage the overall cash flow with the Managing Director, ensuring adequate funds are available to settle liabilities as they fall due
- Manage the annual budget process with Managing Director
- Provide accurate and timely financial reports to the Managing Director as required

Person Specification

Essential

- Part qualified accountant or qualified by experience, preferably within the charitable sector
- Demonstrable experience of preparing statutory accounts and managing an external audit
- Experience of financial planning, budgeting and forecasting
- Experience of cashflow forecasting
- Experience of using finance software (e.g., Xero, Quickbooks etc.)
- Advanced Excel and IT skills and the ability to create and use complex spreadsheets
- Working knowledge of payroll and employment status legislation, Income Tax, National Insurance and VAT
- Knowledge of Charity Accounting (SORP)
- The ability to communicate effectively with, and work closely with, finance and non-finance colleagues
- Excellent administrative, organisational and time management skills
- Absolute attention to detail and accuracy
- Ability to work to deadlines and prioritise
- Commitment to best practice

Desirable

- Experience of working for an arts organisation or interest in the sector
- Knowledge of VAT issues for theatres and charities