Ymddiriedolaeth
Ddiwylliannol
Cultural Trust

Job Outline

Job Title:
Finance Manager

Basis:
Full Time

Salary:
£47,940 - £49,431 per annum

Status:
Permanent

Base:
Bryngarw House

Accountable to:
Head of Finance

Accountable for:
Finance Business Partners

Finance Apprentice

Your Role:

Working as an integral part of Awen's finance team you will take the lead on finance for Awen's venues and trading subsidiary. You will work closely with venue management teams to ensure that the business is provided with the necessary finance management support and support the Head of Finance in developing a resilient and skilled finance team.to meet the needs of the business.

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In this role, you will:

- Manage the day-to-day operations of the finance team across Awen Cultural Trust, Awen Trading Ltd and Awen Consult Ltd, ensuring workloads are prioritised and deadlines are met.
- Oversee the day-to-day finance operations of organisations for which Awen provides outsourced management accounts, working closely with General Managers to deliver accurate and timely financial information and reporting.
- Provide effective line management and support for the finance team, including apprentices, ensuring workloads are managed effectively, and the teams' development is considered through mentoring and review. Deputise for the Head of Finance and play a key role in supporting the senior leadership team, preparing reports and attending board and committee meetings as required.
- Take responsibility for payroll across all group companies and outsources managed companies, working closely with the People team to ensure accuracy, compliance and effective reporting.
- Lead the annual budgeting process working closely with and supporting budget holders to ensure adequate challenge, accuracy and completeness of information.
- Communicate effectively at all levels, from trustees to apprentices, ensuring financial information is accurate, appropriately presented and reflects Awen's values.
- Maintain and update the weekly cashflows, ensuring they are accurate and up to date.
- Ensure all month-end duties are completed within agreed deadlines, including (but not limited to) reconciliation of company trial balances, balance sheet reconciliations, accruals and prepayments, deferred income and stock take management.
- Ensure Finance Business Partner month-end meetings take place as planned, providing variance analysis and working with the Head of Finance and other colleagues to produce management account commentary.
- Sign off event settlements within agreed timescales and in line with financial controls.
- Take a lead role in internal and external audits, providing accounting records and support across all companies.
- Prepare and file VAT returns across the Awen group as delegated by the Head of Finance
- Maintain accurate records and reporting for artistic grants, ensuring funding conditions and reporting requirements are met.
- Produce KPI reporting, dashboards and any additional financial reports required.
- Ensure Wedding Profit and Loss accounts are kept up to date, flagging anomalies and advising on solutions; supporting the finance business partner in preparing the P&Ls.
- Ensure the finance function remains up to date with systems, technology and legislative changes, actively seeking opportunities for continuous improvement.
- Work closely with all budget holders and act as a point of escalation for finance-related issues

General Duties and Responsibilities of this role are:

- To be responsible for your own safety and that of other staff and any member of the public who may be affected by your acts and omissions at work.
- To participate in any training and development activities to maintain own development or to enhance competence within job role.
- To uphold and integrate our purpose and values in all that you do, observing and promoting Awen's four values at all times – Creative, Empowering, Collaborative and Fair.
- To ensure that activities are completed in accordance with Awen's commitment to equality, diversity and Inclusion and in line with best practice and legislation.
- To actively challenge discrimination and stigma in the workplace.
- To be responsible for safeguarding and promoting the welfare of children, young people, and adults at risk.
- To look after your own physical and psychological wellbeing wherever possible.
- To support the psychological and physical wellbeing of our colleagues/team and encourage an empathetic and inclusive culture.
- To be responsible in helping us achieve our sustainability ambition by contributing to reduce your individual carbon footprint and working towards the organisational objectives in line with the Awen sustainability strategy.
- To comply with Awen's policies and procedures.

This is not a complete statement of all duties and responsibilities comprising this post, which may have to be varied to meet the changing needs of the business.

Person Specification

The Person (ESSENTIAL CRITERIA ARE INDICATED AS **(E):**

- Possess integrity, personal creditability and gravitas which inspire commitment, enthusiasm and confidence **(E)**
- Is able to deal with a fast pace environment with strict deadlines in a professional, calm and constructive manner **(E)**
- Build effective networks and good relationships with colleagues and stakeholders while maintaining confidentiality and always showing tact, sensitivity and support **(E)**
- .Flexible, proactive approach and a can-do attitude **(E)**.
- Enthusiasm and drive to make things happen.
- Solutions-focused and able to concentrate on achieving priorities.
- Has a strong customer focus and is dedicated to continually improving the finance service provided to all stakeholders.
- Demonstrates a positive attitude and understands the importance of working by Awen values
- Forward thinking and able to contribute to the development of Awen.

Qualifications, Skills, Abilities and Experience:

(ESSENTIAL CRITERIA ARE INDICATED AS **(E)**:

- Formal accountancy qualification e.g. CIMA/ACCA/ACA, or be able to demonstrate competence through experience **(E)**
- Formal payroll qualification e.g. CIPP or be able to demonstrate competence through experience **(E)**
- Ability to work under pressure, be organised and meet tight deadlines **(E)**
- Analytical with a systematic and methodical approach to problem solving **(E)**
- Excellent ICT skills including advanced excel skills and Microsoft Office, with the ability to understand and report on business information and measures **(E)**
- Excellent knowledge of payroll processing procedures, pension admin
- A full driving licence and access to your own vehicle for work purposes **(E)**
- Knowledge and understanding of managing financial matters including VAT, tax and other compliance implications of not-for-profit status **(E)**
- Ability to work on own initiative, lead by example and work well as a key member of the team.
- Excellent report writing and presentation skills including the ability to explain complex matters simply.
- Experience of dealing with financial transactions and cash handling and of recording accounting transactions and maintaining financial records.
- Ability to speak Welsh.