



JOB DESCRIPTION

Senior Finance Officer (21 hours per week – preferably over three days)

Responsible to: Chief Executive's Office

Line manager: Office Manager

Job purpose: Manage the finances, transaction processes and systems to ensure all financial responsibilities are met and management information is prepared in an accurate and timely manner to aid the running of the Trust.

SOUTH HILL PARK ARTS CENTRE AND THEATRE

Located in a beautiful eighteenth century Mansion house and grounds, South Hill Park is a unique and highly regarded arts centre and theatre, providing a rich mix of arts performances and activities. The venue is also the new official home for Bracknell Forest wedding ceremonies and offers a variety of opportunities for corporate or private events and hospitality such as wedding receptions, parties and conferencing. South Hill Park works in partnership with contract caterer Peas & Carrots Ltd to provide a quality in-house service. In 2019, the Mansion opened its newest function room, the Coach House a purpose built events space for all occasions.

A producing and presenting venue: music, theatre, comedy and dance, South Hill Park attracts leading professional producers, artists and local groups to form an annual performing arts programme augmented by our hugely popular in-house community productions. From life drawing classes to dance master classes, there is also an extensive range of workshops in almost everything artistic. The venue boasts two theatres, music and comedy cellar, recital room, craft workshops, three visual arts exhibition spaces and a cinema.

In the summer the grounds and buildings are taken over by a number of festivals and outdoor events – an opportunity to enjoy popular music, Shakespeare, and children's theatre in a beautifully restored, award-winning English garden. South Hill Park produces its own Christmas pantomime and large-scale in-house Easter, October and February productions.

South Hill Park is run by an independent trust registered as a charity and is part-funded by Bracknell Forest Borough Council and Bracknell Town Council, with project support from Arts Council England and a number of trusts and foundations.

South Hill Park is a creative and vibrant place to visit and work. The staff, Board of Trustees and visitors are fiercely proud of the work and activity that takes place in the Arts Centre and passionate about the role it plays within our community – **together we inspire and enrich lives.**

JOB DESCRIPTION – GENERAL

The Chief Executive's office consists of: Chief Executive; Office Manager; Senior Finance Officer; two Finance Officers and Administration Assistant. The finance team is responsible for the secure and productive movement of money through the organisation and the day to day operation, accuracy and integrity of the financial accounts and accounting systems. The Senior Finance officer is responsible for producing monthly accounts, undertaking variance analysis and implementing financial controls.

MAIN DUTIES AND RESPONSIBILITIES

- To ensure the efficient and timely execution of South Hill Park's day to day financial responsibilities in liaison with the Office Manager;
 - To work with the Chief Executive on the creation of the annual budgets, monthly management accounts and cash flow;
 - To oversee all financial controls and procedures;
 - To oversee the annual audit;
 - To ensure all financial legal responsibilities are met, including but not restricted to payment of taxes, production of accounts and any requests from the national audit office.
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JOB DESCRIPTION – SPECIFIC

The Senior Finance Officer will:

- Work with the Chief Executive to prepare South Hill Park's annual budget;
- Produce timely monthly management accounts, including notes on variances to the budget and revised quarterly forecasts;
- Ensure monthly bank and control account reconciliations are prepared;
- Prepare accounts for audit and produce draft accounts for the Chief Executive. Prepare annual audit pack and liaise with auditors and finalisation of accounts. Work with the auditors to achieve and deliver the required SORPs;
- Oversee and implement necessary financial controls, ensuring this is complied with and improved;
- Maintain timely and accurate financial records and finance systems;
- Maintain the Fixed Asset register, accurately recording and posting journal entries;
- Check Debtor and Creditor reports on a monthly basis;
- Ensure all staff are kept up to date with relevant accounting practices and internal financial recording methods;
- Maintain and reconcile unrestricted and restricted income according to donation records and company policy;
- Prepare and input monthly journals;
- Maintain suitable financial records;
- Oversee the monthly payroll and workplace pension scheme and ensure correct treatment of employees/freelancers reflecting correct taxation;
- Oversee maternity, sickness and other schemes according to company and statutory policy;
- Prepare quarterly and annual VAT returns for HM Revenue and Customs and liaise with HMRC where necessary to ensure fulfilment of statutory responsibility;
- Check and reconcile box office returns, reports and ticket office income including ensuring the correct treatment of VAT;
- Update cash flow on a monthly basis and produce cash flow forecasts, aiding the Chief Executive in maximising cash resources;
- Monitor interest rates and bank charges to best manage available resources;
- Keep abreast of all statutory financial requirements in terms of company and charity law and provide overall financial advice to the Chief Executive and other staff;
- Provide financial information to support grant applications, fundraising proposals and Gift Aid claims;
- Deal with internal and external enquiries regarding financial administration and policy;

- Undertake all activities in accordance with company policy, statutory requirements and good practice;
- Undertake any other duties as agreed with the Office Manager as are appropriate to the post;
- Attend occasional staff meetings, training sessions and other events, which may take place outside normal working hours.

General

- On occasions, represent South Hill Park as an ambassador for the organisation at press nights, performances, meetings and events;
- Undertake any other duties as may be reasonably requested by the Office Manager;
- Follow and adhere to all health and safety procedures and policy.

Relationships

Maintain good professional relationships with:

- Staff, tutors, volunteers and members of the Board of South Hill Park;
- Bracknell Forest Borough registrars and the caterers who operate within the Mansion
- The officers and members of Bracknell Forest Borough Council, Bracknell Town Council and Parish Councils;
- Relevant arts organisations, associations and professional bodies;
- All other individuals and organisations with whom South Hill Park seeks to work.

PERSON SPECIFICATION

	Essential	Desirable
Education	<ul style="list-style-type: none"> • AAT-level qualification; • At least three years finance experience. 	<ul style="list-style-type: none"> • Relevant finance qualification eg ACA, CIMA etc.
Skills & Knowledge	<ul style="list-style-type: none"> • Proven track record as a successful finance professional, with demonstrable experience of budgets, management accounts, charities SORP, VAT accounting, cashflow and year end accounts; • Demonstrable skills in risk analysis and forecasting; • Exceptional organisational and administrative skills; • Computer literate (Microsoft Office: word, excel, outlook) and Access Dimensions (or similar); • Excellent attention to detail. 	<ul style="list-style-type: none"> • Managerial experience; • Providing financial advice to senior managers; • Development or implementation of finance systems; • Working knowledge of statutory payroll; • Knowledge of Access Dimensions; • Working knowledge of box office systems; • Knowledge of theatre budgets and operations.

Personal Qualities	<ul style="list-style-type: none"> • Disciplined and self-motivated; • Strong communication skills, with the ability to identify and deliver innovative and effective ways of communicating financial information; • Proactive, professional, diplomatic and enthusiastic approach; • Results driven; • Accuracy and attention to detail; • Team player – works well with others; • Calm under pressure; • Willingness to ‘muck in’. 	<ul style="list-style-type: none"> • Interest in the visual and performing arts; • A clean driving licence and own car.
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CONDITIONS OF EMPLOYMENT

- Salary:** £18,000 per annum (based on a full-time salary of £30,000)
- Normal hours:** 21 hours per week plus lunch breaks. Some evening and weekend work may be required for which time off in lieu will be given.
- Holiday:** 29 days paid annual leave (including public and Bank Holidays) – pro rata.
- Pension:** Enrolment into South Hill Park’s workplace pension scheme.

This post carries a probationary period of 13 weeks, during which time the notice period required by either party is two weeks. Subsequent to a satisfactory review, the notice period is increased to two months.

EQUAL OPPORTUNITIES

South Hill Park aims to be an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

TO APPLY:

Please complete the application and equal opportunity forms and submit by **12 noon on Monday 23 September 2019**.

Interviews will be held w/c 30 September 2019.

Send completed applications to: Faye Tims, Administrator
South Hill Park, Ringmead, Bracknell, RG12 7PA

Or email: faye.tims@southhillpark.org.uk