



FINANCE MANAGER JOB SPEC

- 7.5 hours a week (1 day a week equivalent)
- Flexible hours
- 1 Year Fixed Term Contract with possibility of extension
- £20,000 pro rata
- 30 days holiday (incl. bank holidays) pro rata

BACKGROUND

Left Bank Leeds is a multidisciplinary arts venue set in an amazing Grade II* listed former church building. Our mission is to preserve our amazing venue in order to inspire and empower our community via a sustainable programme of arts and events that promote creativity, connection and wellbeing. Our eclectic programme includes exhibitions, gigs, markets, festivals, theatre, cinema, talks, an annual LS6 Beer Festival and commercial activities such as weddings and private functions. Left Bank Leeds is a Community Interest Company run by Antioch Trust – Charity no. 1146734

Left Bank is at a crucial stage in its development with many exciting plans for the coming years and therefore is looking for an experienced and meticulous individual to help the charity and CIC develop its financial infrastructure and grow into the coming years.

Working alongside the Co-Directors, the Finance Manager will play a key role in ensuring Left Bank's future growth and sustainability.

SUMMARY

To lead and manage all aspects of the company's financial operations, to take strategic responsibility including developing and improving systems and processes to ensure efficient financial transactions, and to work with the Directors in business planning and forecasting.

KEY DUTIES

OPERATIONS

- Producing accurate financial reports to specific deadlines
- Managing the company's financial accounting, monitoring and reporting systems
- Working with the Directors on budgets and cost areas
- Overseeing annual accounts
- Preparing and producing quarterly VAT returns
- Monthly reconciliation of business accounts
- Developing and managing mechanisms that minimise risk and debt

STRATEGY AND SYSTEMS

- Managing and developing systems for recording and tracking budgets
- Developing monthly, quarterly and annual reports
- Monitoring and interpreting cash flows and predicting future trends
- Conducting reviews and evaluations for cost-reducing opportunities

BUSINESS PLANNING

- Working closely with the Directors to formulate strategic and long-term business plans
- Researching and reporting on factors influencing business performance
- Developing and managing reserve policy and operation
- Analysing external data and change and advising accordingly
- Keeping abreast of changes in financial regulations and legislation
- Assist the Directors in presenting reports to board members

PERSON SPEC

ESSENTIAL

- Qualified accountant (ACA or ACCA or CIMA)
- Experience of producing statutory and management accounts
- Experience of QuickBooks or similar accounting software
- At least three years experience of managing organisational and project budgets and cash-flows
- Excellent communication skills
- Operates well under pressure
- Methodical, organised and with a good eye for detail
- Experience of working with charities
- IT skills, including knowledge of cross-platform and cloud-based working
- Ability to work independently and as part of a team

DESIRABLE

- Knowledge of Leeds
- Knowledge of Arts Sector
- Understanding of planning and time management processes
- Flexible and adaptable

TERMS

- 7.5 hours a week, equivalent to 1 day a week
- Flexible working
- Salary £20,000 pro rata
- Holidays based on 30 days pro rata (including bank holidays)
- A mix of home-based and on-site working
- Responsible to the Director of Operations
- 1 year fixed term contract. Our aim is to extend this contract should the post prove financially viable
- Start date negotiable

HOW TO APPLY

Please email Liz Ainge liz@leftbankleeds.org.uk by 12noon on Friday 19 January with your most recent CV and a covering letter outlining your specific skills and suitability for the role – (no more than 500 words.) Interviews will be held at Left Bank Leeds on Wednesday 31 Jan.

If you have any questions or would like an informal chat about the role please contact Liz Ainge by email on liz@leftbankleeds.org.uk or on 07541 765286.