

**THE OLD
MARKET**

FINANCE MANAGER
JOB PACK



WHO WE ARE

We are TOM (The Old Market) - an independent, grassroots arts venue in Hove.

We believe in the power of the arts to connect us at a time when we need connection more than ever.

We are the home of the messy edges - a melting pot of creativity where new artforms can emerge.

We are a space to dream, to play, to be heard, to create, to explore and to be entertained.

And now, we are looking for a Finance Manager to join our team!



THE ROLE

Job Title: Finance Manager

Contract: Fixed Term (24 months, with intention to extend)

Salary: £50,000 per annum, pro rata (0.8 role, £40,000 p.a.)

Hours: 4 days a week / 0.8 contract (24 months, with intention to extend)

Holidays: 20 statutory days per annum + 5 TOM bonus days + 8 public holidays (pro rata)

Location: Brighton & Hove, in-person

Reports to: Executive Director

Preferred Start Date: Late October / early November 2026 (flexibility either side for right candidate)

Purpose of the Role

The Finance Manager is responsible for leading the organisation's financial management, planning, reporting and compliance for The Old Market Charitable Trust, as well as its trading subsidiary, TOM Bar Ltd.

As the senior finance professional within the organisation, the postholder will provide strategic financial leadership to the Executive Team and Board, ensuring financial sustainability while supporting artistic ambition and commercial growth.



Mella Faye in 'The Gift' (Photo: Chloe Hashemi)

KEY RESPONSIBILITIES

Strategic Finance & Leadership

- Act as the organisation's lead finance professional and trusted adviser to the co-CEO's and Board.
- Lead annual budgeting, business planning and financial forecasting processes.
- Produce long-term financial models to support organisational growth and capital investment decisions.
- Identify financial risks and opportunities and develop appropriate mitigation strategies.
- Support strategic decision-making through robust financial analysis and scenario planning.

Financial Management

- Produce accurate monthly management accounts, forecasts and cashflow reports.
- Monitor organisational performance against budgets and KPIs.
- Lead annual statutory accounts preparation and audit process.
- Ensure effective treasury and cash management.
- Oversee all banking, investment and financial control arrangements.

Commercial & Operational Support

- Analyse profitability across productions, events, venue hires, bar operations and other commercial activities.
- Develop financial models for new artistic projects and partnerships.
- Support contract negotiations and procurement decisions.
- Work with department heads to improve financial literacy and accountability.

Governance & Compliance

- Ensure compliance with all statutory, regulatory and reporting requirements.
- Maintain strong internal controls and financial procedures.
- Manage VAT, payroll, pension administration and taxation matters.
- Prepare financial reports and papers for Board and committee meetings.
- Support organisational risk management and governance processes.

Team Leadership

- Drive continuous improvement in financial systems and processes.
- Lead implementation of digital finance solutions and reporting tools.



PERSON SPECIFICATION

Essential Qualifications

- Fully qualified accountant (ACCA, CIMA, ACA or equivalent) or significant equivalent experience.

Essential Experience

- Minimum 5 years' experience in a finance management role.
- Experience producing management accounts, budgets and forecasts.
- Experience presenting financial information to senior stakeholders or boards.
- Experience managing audits and statutory reporting.
- Experience implementing or improving financial controls and systems.
- Experience in arts & culture organisations AND/OR Experience working within a registered charity.

Essential Skills & Knowledge

- Strong financial planning and analysis capability.
- Excellent Excel and financial modelling skills.
- Experience with cloud accounting systems (Xero preferred).
- Ability to communicate complex financial information clearly to non-finance colleagues.
- Strong commercial awareness and problem-solving skills.

Desirable

- Knowledge of project accounting and restricted funding.
- Knowledge of cultural VAT exemption.
- Knowledge of Theatre Tax Relief.
- Experience supporting organisational growth, fundraising initiatives or capital projects.

PLEASE NOTE: This is not an exhaustive list, and other tasks and activities will be added as the role develops



Naomi Wood (Photo: Fraser Morrison)

HOW TO APPLY

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If you are interested in becoming a part of Team TOM as our Finance Manager, please complete the Application Form and the Equal Opportunities Form (downloadable from our website), and send them together with your CV (no longer than two pages of A4) and a covering letter (no longer than two pages of A4) by email to recruitment@theoldmarket.com with the subject line 'APPLICATION - Finance Manager' to arrive by 10am on Monday 28 September 2026.

Shortlisted candidates will be contacted by phone or email, and interviews will take place in person at The Old Market on Thursday 1 October, with second stage interviews on Tuesday 6 October.

You will receive an automatic acknowledgement of your application. However, if you have not heard from us within two weeks of the closing date, please assume that you have not been shortlisted in this instance.

We hope that the Application Pack will help with any questions you might have about the application process. However, if you have any questions, require this pack in an alternative format, or would like an informal chat, please email nic@theoldmarket.com

We look forward to receiving your application and thank you for your interest in The Old Market!



Fatboy Slim (Photo: Chloe Hashemi)



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