



## **Job Description and Person Specification**

### **Finance Manager**

<b>Hours:</b>	<b>Full time, 35 hours per week, Mon to Fri 9am–5pm</b>
<b>Location:</b>	<b>On-site Bow Arts office/hybrid</b>
<b>Salary:</b>	<b>£36,500 per annum</b>
<b>Benefits:</b>	<b>25 days holiday entitlement pro rata, Cycle Loan Scheme, Season Ticket Loan Scheme, Workplace Pension, Remploy Access to Work Mental Health Support Service, staff socials</b>
<b>Duration:</b>	<b>Maternity Cover, from 29<sup>th</sup> April 2024 – 31<sup>st</sup> May 2025, with the possibility to extend.</b>
<b>Reports to:</b>	<b>Chief Executive</b>
<b>Line Manages:</b>	<b>Finance Assistant</b>

### **Context of role**

We create inspirational, supportive environments where artists and communities interact, learn and flourish. Since 1994, Bow Arts has nurtured London's diverse creativity and talent. We've provided artists and creative practitioners with affordable workspace, connecting them with local communities and supporting their professional development. We give communities throughout London greater access to and interaction with the arts, through our schools programme, workshops, exhibitions and events.

We're an arts and education charity and a social enterprise; our services support the growth of sustainable local creative economies. Over 700 artists, designers and makers are affiliated with Bow Arts through our workspace, affordable housing for creatives, and award-winning schools and young people's learning programme.

Bow Arts is dedicated to promoting equality of opportunity, tackling discrimination, and welcoming and valuing the inclusivity of the communities we serve. We anonymise

applicants at our initial shortlisting stage, removing any non-essential information before we start selection to address possibility of unconscious bias.

We are seeking an experienced finance professional to join the Bow Arts team. The role holds a key position in the Core Services department overseeing the smooth running of the finance function for the Charity and its Trading subsidiary.

Due to our work with young people, all staff are subject to an enhanced Disclosure and Barring Service (DBS) check.

## **Job Description**

### **Main Tasks:**

#### **Monthly and quarterly management accounts**

- Manage the month end process and prepare monthly and quarterly management accounts, including reconciling the Balance Sheet and Cash Statement
- Support the monthly payroll process (run through external payroll providers)
- Process quarterly Gift Aid claims
- Maintain and manage schedules for depreciation, prepayments, accruals & deferred income – posting monthly and quarterly journals as required.
- Oversee any intercompany transactions and monthly reconciliation of these.
- Run Monthly and Quarterly finance monitoring meetings with Heads of Department to review any significant variances against budget, changes to Year End Forecasts etc.
- Produce quarterly Management Accounts summary reports for the Board of Trustees and attend Trustee meetings as required.

#### **Reporting and budgeting**

- Produce Cash Flow forecasts and provide financial information/reports for Arts Council Grant submissions.
- Produce Core Services annual budgets and support Heads of Department in budget preparation.
- Collate all departmental budgets to produce the annual Master Budget.
- Support in collation of annual Museum and Galleries Tax Relief claim.

#### **Banking and payment systems**

- Check and approve monthly payment runs.
- Make authorised payments by card, online banking and via petty cash.
- Monitor and review aged debtors and creditors.

**Other duties:**

- Provide line management, support and mentoring to the Finance Assistant.
- Act as the main point of contact with external accountants.
- Ensure Financial Policy and authorization controls are in place and being followed.
- Support the year-end audit including production of financial schedules, responding to audit queries and providing additional evidence/samples as required (with support from external accountants)
- Ensure that financial systems and processes are in place and operating effectively in the new financial year (April onwards)
- Monitor the Finance inbox, responding to customer/supplier queries.
- Attend bi-weekly SMT meetings
- Undertake any other duties commensurate with the post as directed by line manager.

**Person Specification**

Qualified, or studying towards a recognized accounting qualification e.g. ACCA, ACA, CIMA or fully qualified AAT.
Previous experience of working with XERO or other accounts software
Experience of preparing financial information to assist quarterly management account reporting and the annual audit of accounts
Experience of submitting Gift Aid returns
Methodical, with a high level of accuracy, good attention to detail and presentation of work
Effective prioritisation and planning of workload, and ability to meet deadlines
Highly numerate with the ability to spot and resolve complex financial problems
IT literate with excellent working knowledge and capability in using MS Outlook, MS Office, Excel and databases
Knowledge of relevant financial policy, guidelines and legislation for Charities and Trading Subsidiaries

To apply for this role, please complete the [online application form](#) and [equal opportunities monitoring form](#). CVs will not be accepted. If you have any questions, access requirements, or require the application in a different format, please email [recruitment@bowarts.com](mailto:recruitment@bowarts.com) or phone 020 8980 7774. Further information on the application process can be found on our [website](#).

**Application Closing Date:** 9am, Monday 12<sup>th</sup> February 2024

**Interview Date:** Monday 26<sup>th</sup> February 2024

**Please note, Bow Arts' studio holders are not eligible for this role due to conflict of interest.**