



Job Description

Finance Officer

Responsible To: Finance Director

CONTEXT:

Chetham's is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall – and we are united by one clear vision which is to bring people together.

We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring the next generation of musicians and thinkers.

We are driven by our values to make music and education more accessible, to enrich the lives of people in Manchester and beyond, and to improve health and wellbeing through the magic of music and learning.

We're embracing our roots and opening the doors to our world-class facilities and collections to make a positive, long-lasting impact on local communities.

PURPOSE:

We are looking for an experienced **Finance Officer** to work as part of the Central Finance Team.

Responsibilities will include reconciliation of income, processing purchase invoices and sales invoices, quarterly VAT returns, post-event settlements, accruals, prepayments, assisting with the preparation of management accounts and other adhoc financial reporting.

KEY RESPONSIBILITIES:

Working as part of the team, the Finance Officer will:

1. Process purchase invoices, matching them to purchase orders, checking coding and authorisations, and maintaining records for accounting and VAT
2. Processing expense claims

3. Completing payment runs by BACS
4. Managing petty cash, including maintenance of floats, recording of receipts and reconciliation of balances
5. Processing quarterly VAT returns
6. Processing event settlements and artist fee agreements through the accounting software
7. Completing monthly bank reconciliations
8. Reconciling income to the ticketing software, Spektrix
9. Reconciling takings to the Epos software
10. Chasing debtors
11. Processing month end adjustments, including stock, prepayments, accruals and deferred income
12. Accounting for gift vouchers and credit cards
13. Completing FEU withholding tax returns for HMRC
14. Keeping a track of inter company recharges, and raising inter company transactions
15. Supporting year end and audit processes with required analysis
16. Process cash advances for artist buyouts
17. Create monthly budget position statements and forecasts
18. Produce event contribution analysis
19. Support with budgeting and forecasting
20. Support with grant reporting
21. Any other duties as required.

GENERAL RESPONSIBILITIES

The Finance Officer will:

1. Promote Chetham's in a positive and professional manner at all times;
2. Display a flexible "can do" approach which will enhance Chetham's wider reputation;
3. Operate in accordance with Chetham's policies and procedures including, in particular, Chetham's Child Protection and Safeguarding Children Policy Statements (see separate document);
4. Undertake any training necessary to meet the requirements of the post;
5. Adopt a flexible approach to working hours as required by the business;
6. Undertake any other duties, relevant to the post holder's skills, which may, from time to time be deemed necessary;
7. Be open to new ideas, understand the need for change and be willing to adapt;
8. Be aware of the issues of equality and diversity, understand and be sensitive to cultural differences;
9. Be responsible for his/her personal presentation, health and physical fitness;
10. Maintain a high level of attendance;
11. Take all possible steps to ensure a safe working environment for self and other.

PERSON SPECIFICATION

Essential

1. At least two year's experience in a finance or accounting role;
2. Accuracy and excellent attention to detail;
3. Excellent written and verbal communication skills;
4. Highly organised and motivated, able to work to multiple deadlines and to prioritise workloads calmly and effectively;
5. Excellent time management skills and punctuality;
6. Highly competent with Microsoft Office software including Word and Excel.

Desirable

- 7. Relevant Finance qualification;
- 8. Knowledge of accounting software packages
- 9. An interest in music or the performing arts.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham’s Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham’s, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham’s is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham’s recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee’s name

Employee’s signature

Date.