Finance Manager at Liverpool Lighthouse

Liverpool Lighthouse Ltd is a charity and Arts Council National Portfolio Organisation as an arts and community venue in North Liverpool. Facilities include a 430-seat auditorium, recording studios, dance studio, a community cinema, activity spaces and a subsidiary charity Bright Park; a 6-acre park. Our vision is to be a Creative Sanctuary, working with communities and artists and supporting skills, wellbeing, connection and creative work.

Liverpool Lighthouse is a black-led organisation and has a Christian foundation and ethos and is a national gospel music centre in the UK with a commitment to working with national and international partners to develop Gospel Music as a mainstream genre and Liverpool as a national destination for gospel music.

Liverpool Lighthouse venue programme includes music, theatre, dance, conferences and a community cinema. The charity’s award-winning work with communities including families, young people, elders and refugees and asylum seekers.. [www.liverpoollighthouse.com](http://www.liverpoollighthouse.com)

**Job Title:** **Finance and Operations Manager**

**Reports to: Creative Director (Chief Operating Officer)**

**Responsible for: Venue Manager**

**Salary: 35-45k**

**Hours: 40 hours a week**

Job Summary:

The Finance and Operations Manager works closely with the Creative Director (Chief Operating Officer) in strategic leadership, to account for all financial activities at Liverpool Lighthouse and in general management.

**Finance and Operations Manager Job Purpose:**

* Responsible for the financial health of Liverpool Lighthouse
* Responsible for the bookkeeping and financial management
* Managing and developing financial policies and strategies
* Forecasting and guiding senior staff in making sound business decisions
* Responsible for the development of commercial income
* Responsible for general management including health and safety, IT, HR

**Main Duties and Responsibilities:**

**Bookkeeping:**

* Responsible for the accurate recording of all the day-to-day bookkeeping transactions, such as expenses, supplier invoices, payroll, sales invoicing, and other transactions on SAGE (utilising and managing finance assistant, or do it yourself when needed)
* Calculating and managing cash flow
* Making supplier and other payments and daily banking
* Manage the payroll process including timesheet collection and the calculation, submitting (Iris Payroll), reviewing and payment of salaries.
* Entry and reconciliation of salary journals
* Banking cash and cheque receipts
* Responsible for the preparation and presentation of the accounting records for the Annual Audit
* Prepare and submit HMRC Gift Aid Claims
* Oversee process for managing and recording of multiple project Petty Cashes
* Manage suppliers' and customers' accounts queries.
* Responsible for recording and reconciling applicable intercompany invoicing and transactions within the group of charities

**Financial Management:**

* Continuous tracking of the whole company and individual project’s financial status and cash flows Maintaining the financial health of the organisation
* Understanding and managing Restricted and Unrestricted funding
* Review financial data and prepare timely and accurate management accounts and analysis of business performance to the directors
* Perform cost analysis to identify areas for cost optimization, efficiency improvements and profitability enhancement
* Provide insightful information and expectations to senior executives to aid in long-term and short-term decision making.
* Preparing budgets and forecasts from restricted and unrestricted funds and scenario planning
* Representing Finance on the Company Board and presenting the results, budgets, and reports
* Actively participating in Funding applications and completing relevant financial requirements
* Accurately reporting and feedback to fulfil funder requirements
* Continuously review operations and policies to minimise financial risk
* Understand and adhere to financial regulations and legislation.
* Liaise with external auditors and filling of annual financial accounts and corporation tax.
* Ensure the business meets all its statutory and compliance obligations, including statutory accounting and tax issues.
* Dealing with insurance, commercial and legal issues

**Operations Management:**

* Manage health and safety including compliance with health and safety requirements and risk assessments
* Manage licences and deal with insurances, commercial and legal issues
* Negotiate, agree and manage contracts for maintenance work, technical services
* Manage the maintenance of IT, security, fire alarms and procedures.
* Provide effective HR systems to manage staff holidays, absence
* Manage the training and development of staff, ensuring annual appraisals and required training is delivered on time and to required standards
* Keep up to date with employment legislation
* Manage the HR function including recruitment and appraisals and in liaison with an external HR provider to
  + Draft and issue contracts
  + Manage employee welfare, disciplinary and grievance issues

**General Duties and Responsibilities:**

* **Safeguarding** this post requires a check from the Disclosure and Barring Service (DBS)
* **Comply with all Health and Safety legislation,** the Data Protection Act and PCI Compliance
* **Work in the best interests of Liverpool Lighthouse** at all times, and in accordance with company policy, the staff handbook, health & safety regulations, safeguarding, data and IT
* **Be an effective representative of Liverpool Lighthouse** in all situations and demonstrate the highest level of customer care, advocacy and service
* **Liverpool Lighthouse is committed to diversity and equality** and expects all staff to be active in promoting diversity and to take positive action to promote Equal Opportunities in all aspects of the work
* **Maintain confidentiality** in all areas relating to Liverpool Lighthouse as appropriate
* **Use best endeavours to improve sustainability** and reduce negative environmental impact
* **Undertake other reasonable tasks** and activities as requested to ensure Liverpool Lighthouse objectives are achieved

**Person Specification**

**Essential Skills and Qualifications:**

* Degree in accounting, business, economics, finance, or equivalent qualification
* Several years of experience in a finance role
* Superior mathematical skills
* Leadership skills and experience
* Employee management
* Understanding of data privacy standards
* Solid communication skills, both written and verbal
* Understanding of business principles and practices
* Superior attention to detail
* Organisational skills
* Planning skills
* Research skills
* Analytical skills
* Critical thinking skills
* Problem-solving skills and solution focused approach
* Computer literacy skills
* Multi-tasking abilities
* Integrity
* Honesty.

**Essential Requirements:**

* Proven experience as a Financial Manager
* Proficient user of finance software (SAGE50 advantageous)
* Commitment to equality and diversity
* Strong interpersonal, communication and presentation skills
* Experience in Managing, guiding and leading employees to ensure appropriate financial processes are being used
* Solid understanding of accounting principles
* Working knowledge of applicable statutory legislation and regulations

**Desirable Experience:**

* Experience in the charity sector
* Experience of managing a charity’s legal and administrative responsibilities
* Experience of data protection
* Experience in General Management
* Understanding, knowledge and experience in building management and health and safety
* Understanding, knowledge and experience in HR