

Job Description and Person Specification

Finance Manager

The Audience Agency

The Audience Agency

The Audience Agency is the national not-for-profit organisation supporting cultural organisations to understand and grow their audiences. The Audience Agency provides advice, intelligence and ideas for cultural organisations planning to increase and engage audiences. We have a strong track record working with arts, museums, heritage and other cultural organisations across the United Kingdom and are now expanding our product offering internationally, to offer practical support and an unrivalled body of audience intelligence. For more information about our organisation and team please see www.theaudienceagency.org

We aim to contribute to increasing the number and diversity of people engaging with a broad range of culture, and the depth and scope of their involvement. We use our data, skills and knowhow has agents for change, to make sure people's voices inspire the way the creative industries engage and make work.

Our team of specialists provide a broad range of bespoke [consultancy and research services](#). Our unique data platform, [Audience Finder](#), provides data insight and solutions into actual and potential audiences to cultural organisations in the UK, and through our trading subsidiary, internationally.

The Audience Agency is an equal opportunities employer and our aim is to create a diverse and inclusive working environment which reflects our mission and purpose and the communities and audiences that we engage with. The recruitment process is open to all, but we are particularly keen to hear from people from candidates who are Black, Asian and Ethnically Diverse and/or D/deaf and disabled as these groups are currently underrepresented in our organisation.

The Role

Job Summary

The Finance Manager is responsible for the day to day operation, accuracy and integrity of the financial accounting systems within The Audience Agency. They will develop, maintain and manage an effective and efficient finance function that provides accurate data, reports and analysis that can be used to inform decision making across The Audience Agency and TAAS (the trading subsidiary). Reporting to the COO, you will be responsible for all administrative and transactional aspects of financial and management accounting.

The post holder will have ambition and enthusiasm to drive change in the department to meet the needs of an evolving organisation.

Key Result Areas

Financial Accounting

- Review and manage systems and processes for invoice and expense management, so that payments are made and received in a timely way.
- To ensure that the processes for capturing and coding financial data are robust and effective
- To post regular and ad-hoc journals, including payroll, pre-payments and accruals.
- Maintaining and reconciling bank accounts
- To prepare VAT returns

Management Accounting

- To support the COO in the production of annual budgets for The Audience Agency and TAAS, and in quarterly reforecasting of the budget.
- To undertake regular reporting and produce the monthly management accounts
- Balance sheet and control account reconciliation, including reconciliation of inter-company accounts.
- To support budget holders with information relating to their areas and provide ad-hoc and regular reports.
- To work with the COO in the preparation of reports and papers for the Board of Trustees and the Finance Sub Committee, attending the latter committee.
- To lead on the annual reporting process, working with the auditors on the production of draft and final accounts, and providing the auditors with any information required.

Other

- To undertake ad-hoc reporting for the COO and CEO to help with decision making.
- To regularly review the financial systems, processes and controls and advise on any development that would improve financial reporting and operation.
- Support the COO and other managers to ensure that all the various systems (SAGE, CRM, excel spreadsheets) are streamlined and finance processes are as efficient and effective as possible.
- To maintain and monitor the cashflow forecast on a weekly basis
- To work closely with managers, providing financial information when required for funding applications and reporting (if appropriate)/
- To ensure that the systems for tracking spend on projects are robust in order that income and expenditure is reported accurately in the right time periods.
- To supervise the work of a Finance and Admin Assistant, ensuring they are appropriately trained and developed.
- To work with the outsourced Payroll and pension teams providing accurate and timely information.
- To manage the fixed asset register, ensuring that assets are appropriately recognized and amortised/depreciated in line with policies.

Person Specification

Knowledge and Experience

- Part qualified or studying towards an accounting qualification or qualified by experience.
- Previous experience of working in a small finance team.
- Practical knowledge of IT programs relevant to the role notably SAGE, Excel and (ideally) Microsoft Dynamics CRM
- Working knowledge of SORP

Skills

- Ability to demonstrate appropriate professional finance skills
- Ability to interpret financial information and effectively communicate it to staff without a financial background.
- To be able to competently and accurately provide accounts (include profit and loss and balance sheets) for both a charity and a trading subsidiary.

- Excellent verbal and written communication skills
- Excellent organizational skills with the ability to work effectively to achieve deadlines and manage expectations
- Ability to manage own time, setting appropriate personal goals and standards
- Ability to demonstrate problem solving skills and initiative within the scope of the role
- Ability to work under time pressure from time to time

Attributes

- Committed to driving improvement
- Willingness to undertake continued professional development
- Interested in culture and creative industries

Additional Job Details

Salary

The salary is offered at up to £35k per annum (pro rata) depending on qualifications and experience.

Location

The location for this post is flexible. Can be home based, or undertaken from our London or Manchester offices, or a mixture of these. There will be occasions when the Finance Manager will need to co-locate with other members of the team, particularly the COO.

Hours

Working hours for this role are up to 28 hours per week which can be worked flexibly by agreement. Core office hours are between 9am - 6 pm daily. The Audience Agency will try to be flexible and understanding in allowing staff to adopt hours which suit individual circumstances as long as these hours do not affect work effectiveness.

Holiday

The leave entitlement is 25 days per annum (pro rata). Public/Bank holidays are in addition to this personal leave entitlement.

Pension

The Audience Agency has a workplace pension scheme in line with current legislation. You will be provided with details of this scheme directly by the pension provider. Automatic enrolment into this scheme commences after three months in employment. Employees may opt out of this scheme if desired.

How to apply

Please provide a CV together with a covering statement (of no more than 2 pages in length) detailing your skills and experience as evidence of how you match the “Person Specification”. These should be emailed to jobs@theaudienceagency.org

We also ask you complete a diversity monitoring form with your application, which you can [find here](#).

You may also contact **Julie Weston, Chief Operating Officer** if you wish to discuss the role, at julie.weston@theaudienceagency.org.