

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Finance Manager

Salary £31,200 pro rata at 20 hours a month
Applications welcome from freelancers

Accountable to: Director

Location: Quay House 2C, Kings Grove,
London, SE15 2NB

Purpose of Role:

This is an exciting opportunity for an ambitious finance professional to be part of an influential arts organisation at a time of significant growth. Underpinning and supporting the development of the organisation this role is key to ensuring the future organisational resilience of Peckham Platform as it moves into its new and expanded building on Peckham Square.

The post holder is a business minded and proactive professional. They will be committed to furthering the organisation's stability and growth supporting the financial management and planning of the charity working closely with the Deputy Director & CEO to deliver the financial objectives of the organization.

They will have proven financial experience and will be in their element implementing new and effective systems for finance management, monitoring earned income streams and capital development, and overseeing exhibition budgets.

Duties and Responsibilities:

- Oversee and administer the day-to-day finances of the Charity, ensuring policies, procedures, and systems are complied with.
- Produce accurate and timely quarterly management accounts at charity and project level, incorporating an on-going cash flow forecast and monitoring both restricted and unrestricted funds.
- Assist Deputy Director in the production of finance reports to provide accurate updates and reporting of the figures to the Board of Trustees.
- Monitor and report on cash flow, highlighting pinch points and advising Finance and Business Trustee and Deputy Director.
- Assist with inputting into the yearly budget and 3 yearly business plan, led by the Deputy Director.
- Management of Purchase ledger ensuring Invoices are posted and accounted for correctly in quick books, and paid appropriately.
- Produce Sales invoices, chase and reconcile payments, and process grants receipts
- Ensure proper financial records are maintained and produce monthly reconciliations of control ac-

counts including Bank, Petty Cash and Payroll liabilities.

- Manage the control of all assets such as fixed assets, inventory, cash & debtors.
- Attend Finance & General Purposes (F&GP) meetings and Capital & Fundraising Subcommittee where appropriate, liaise with Finance Trustee as necessary.
- Assist the Deputy Director with reporting requirements as they arise, including grant submissions to funders and quarterly reporting to the Arts Council of England
- Implement and update new accounting systems and procedures to ensure robust and seamless management of Capital finances
- Produce year end accounts and schedules, liaise with auditors regarding these and all necessary accounting matters, providing assistance with audit and ensuring recommendations are implemented
- Liaise with Payroll bureau to ensure staff salaries are paid accurately
- Establish and monitor auto enrolment of staff alongside payroll bureau
- Provide advice and assistance in financial matters, highlighting any legal or advisory issues. To periodically check that the VAT thresholds and Payee requirements and being adhered to
- Develop and maintain well-organised administration and filing systems
- To work closely with operational and office staff to provide seamless service provision
- To carry out any additional and reasonable duties as required.

Person Specification Essential Competencies:

- Proven experience of managing cash flow
- 3 years' experience of Charity Accounts
- Qualified to AAT Technician as a minimum
- Experience of Quick books or similar accounting package
- Proven track record or producing Management reports, budgets and forecasts
- Good communication skills
- Basic knowledge of VAT and PAYE
- Excellent knowledge of Excel
- Ability to work on one's initiative and responsively where required and as an effective team member
- Excellent time management and the ability to effectively oversee and manage a wide range of tasks and priorities
- Experience in the review and improvement of accounting systems and procedures
- Experience of Capital projects and of implementing relevant financial procedures and controls.



Desirable:

- Experience in an arts or grant receiving business or charity
- Experience of working in an expanding business

Specific Management Responsibilities:

Budgets: Capital, organisational and programme.

Staff: none currently

How to apply:

To apply to become Finance Manager for Peckham Platform, please forward a comprehensive up-to-date CV together with a supporting statement explaining how your skills and experience match the requirements of the role to: recruitment@peckhamplatform.com. Applications can also be posted to: Peckham Platform, Quay House, 2C Kings Grove, London SE15 3NB. Email is preferred.

Please also provide the names, positions, organisations and telephone contact numbers of two referees. References will only be taken once your express permission has been granted.

You are also invited to complete and return the enclosed diversity monitoring form. The information on the form will be treated as confidential, and used for statistical purposes. The form will not be treated as part of the application.

Closing Date: 12 noon on 31 August 2018.

Interview Date: TBC w/c 10 September