

OUR REWARD PRACTICES/ JOB DESCRIPTION: Finance Manager

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Generic role title:	Finance Manager
Job family:	Administration, Professional & Managerial
Reference number:	CSF-154-21-R
Grade:	Grade 7
Salary Scale:	£34,804 - £39,152 <i>per annum</i>
Contract:	Ongoing Full time
School/Department:	Institute of Cultural and Creative Industries (iCCi)
Location:	University of Kent, Canterbury campus
Line manager:¹	Director of Culture and Creative Programme or their nominee
Immediate line reports:	Finance Assistant
Anticipated start date:	As soon as possible

Job purpose

The Finance Manager will work with the Directors and other iCCi senior managers to ensure the effective management of revenue and capital budgets to meet Institute and University strategic objectives. They will prepare and manage the annual budget, reporting against actual results throughout the financial year, produce full monthly management accounts including accruals and prepayments and monthly commentary as required; in addition they will ensure the proper accounting of capital and revenue projects conducted by iCCi.

The Finance Manager will monitor and control externally funded projects, for example Arts Council England National Portfolio Organisation funding and the Cultural Development Fund, and have a day-to-day oversight of all budgets pertaining to iCCi including Colyer-Fergusson Concert Hall and cultural activity at Medway and other locations.

¹ Line Manager may be subject to change and will be confirmed in the employment contract issued to the successful candidate.

Key accountabilities

This section details the main accountabilities (or responsibilities) of the job, together with a selection of indicative duties. Other duties, commensurate with the grading of the post, may also be assigned from time to time.

1.	Provision of financial support for the iCCi, working closely with Senior Management Team and budget holders to manage financial performance.	Frequency
		Daily
Example duties:		
1.1	Design and prepare reports for budget holders for performance analysis.	
1.2	Act as budget liaison, including monitoring of monthly financial performance against budget and general financial support for budget holders within iCCi. This includes regular catch-up meetings with budget holders.	
1.3	Alongside the Directors and Operations Director, investigate trading departments when operating ratios are out of line with those forecast.	
2.	Working on behalf of the iCCi to prepare of monthly management accounts for the department and wider university.	Frequency
		Daily
Example duties:		
2.1	Review payroll costs on a monthly basis and identify exceptional items and budget variances.	
2.2	Calculate the accurate apportionment of monthly accruals/prepayments to ensure accurate monthly reporting.	
2.3	Forecasting and submission of budget commentary to the Directors and Senior Management Team of iCCi, Commercial Services and Central Finance.	
2.4	Responsible for the analysis and reconciliation of balance sheet accounts on a quarterly basis.	
3.	Support the iCCi budget setting, maintenance and planning process in order to facilitate strategic planning and financial sustainability.	Frequency
		Daily
Example duties:		
3.1	Work closely with the Directors and Operations Director to ensure iCCi targets are met and where possible exceeded through the use of monitoring processes.	

3.2	Prepare and maintain the iCCi budget, negotiating with budget holders to ensure challenging but motivational targets are set.	
3.3	Participate in planning round meetings with the Director of iCCi, Director of Culture and Creative Programme, Operations Director and other University senior staff.	
4.	Maintenance of iCCi Income and Expenditure to ensure effective control and reporting is completed accurately and in a timely manner.	<i>Frequency</i> Daily
Example duties:		
4.1	Ensure that all invoices are processed accurately, efficiently and in a timely manner. This will include external funders, suppliers, artists, agents and hirers plus internal transfers between University departments.	
4.2	Reconciliation of all hire activity including production of Box Office Statements and release of income held on behalf of hirers.	
4.3	Ensure strong cost controls and work with managers to ensure procedures are in place and adhered to. Work with the Operations Director to investigate any discrepancies.	
5.	Provision of financial support to iCCi staff and senior management for all revenue, grant and capital project funding, including budget setting, financial governance and reporting.	<i>Frequency</i> Daily
Example duties:		
5.1	Prepare financial business plans for new funding projects and other strategic development projects in collaboration with iCCi staff team.	
5.2	Monitor and report on progress against projects in collaboration with specific stakeholders to ensure that projects are delivered within approved budgets and in line with strategic priorities.	
5.3	Prepare financial reports and statements for external funders e.g. Arts Council England and others.	
5.4	Reconcile project income and expenditure to the University's Finance system (Agresso).	
6.	Information provision and training for non-finance staff including Heads of Department and budget managers, to ensure they understand financial information presented to them and consistently apply the University's finance policy.	<i>Frequency</i> Daily
Example duties:		

6.1	Provide training on University financial procedures and systems for non-finance staff and advise Directors of designated month-end and year-end financial procedures.	
6.2	Design and maintain a programme of regular reviews and updates to ensure that procedures reflect current regulations and best practice and in addition, provide advice on financial and accounting matters where appropriate.	
6.3	Manage the Institute credit cards; updating and producing new procedures where necessary.	
6.4	Ensure financial arrangements and contracts with international partners and companies are accurate and effective.	
7.	Line Management of the Finance Assistant whose specific responsibilities include the proactive and effective management of the Institute's accounts.	<i>Frequency</i>
		Daily
Example duties:		
7.1	Monitor and manage staff performance, undertake regular RPD, provide feedback on performance and identify development needs.	

Internal & external relationships

This section indicates with whom the job holder comes into contact and liaises/communicates with on a regular basis, and for what purpose.

Internal: iCCi and Commercial Services staff at all levels, University staff and students, Central Finance in particular financial reporting and financial planning and analysis, Purchasing, Professional Service Department Finance Leads and other senior managers.

External: UK based & international performers, artists & agents, national & international groups & bodies – engaging with counterparts, funders e.g. Arts Council England & Colyer Fergusson Trust, suppliers & contractors, auditors & relevant committees, sabbatical officers and finance staff in Kent Union.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Display Screen Equipment
- Pressure to meet important deadlines such as might be inherent in high profile projects

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Qualifications / training	Essential	Desirable	Assessed via*
Chartered Certified Accountant (ACCA) or equivalent		✓	A
Bachelors Degree or equivalent skills and experience		✓	A
AAT Qualified or working towards CCAB qualification	✓		A

Knowledge, skills and experience	Essential	Desirable	Assessed via*
Proven experience in financial management of multiple budgets in a medium to large organisation including specific experience of project funding	✓		A,I
Experience of working within the arts or proven involvement in arts and culture		✓	A,I
High level of computer literacy, excellent skills in spreadsheet, word processing and database packages	✓		A,I,T
Experience with Agresso or other similar financial software system	✓		A
Accurate and reliable	✓		A,I
Able to communicate to non-specialists the meaning of information contained in financial reports and spreadsheets	✓		I
Excellent analytical skills	✓		I,T
Good written and verbal communication skills	✓		A,I
Experience of managing staff	✓		A,I

Additional attributes	Essential	Desirable	Assessed via*
Highly motivated and proactive	✓		I
Commitment to quality procedures and to delivering a high-quality service	✓		I
A good team worker who is able to form strong working relationships with staff at all levels	✓		I
Proficient in planning, organising, resourcing, directing, co-ordinating and monitoring ongoing everyday activities	✓		I

*Criterion to be assessed via:

A = application form or CV/cover letter

I = interview questions

T = test or presentation at interview