



Friends of
**Stretford
Public Hall**

JOB DESCRIPTION

Job title:	Finance manager
Salary:	£36,000 per year
Hours:	Part time, one day (7.5 hrs) per week
Duration:	Fixed-term, 12 months
Reports to:	Hall Manager – Stretford Public Hall
Location:	Stretford Public Hall & remote working

JOB OVERVIEW

The purpose of this role is to manage the financial and accounting activities of Friends of Stretford Public Hall, including day-to-day bookkeeping activity, administering finance processes, and maintaining and preparing financial records and reports.

The Finance Manager will work closely with the Hall Manager to produce monthly management accounts, for reporting to the hall's Board of Directors. They will attend monthly Finance Sub-committee meetings to support the hall with overall financial management, budgeting and ensuring sound financial procedures and policies.

ABOUT FRIENDS OF STRETFORD PUBLIC HALL

Friends of Stretford Public Hall is a charitable community benefit society, established in 2015 to save Stretford Public Hall and to restore the Hall to a multi-purpose community venue. The hall is home to a wide variety of arts and cultural events and activities, including a regular community cinema, a community choir, Stretford Children's Theatre, live music nights, and health and wellbeing activities.

RESPONSIBILITIES

- To manage all bill payments and customer invoicing as per the deadlines.
- To maintain FOSPH books and financial records, including sales ledger, purchase ledger and bank processing, bank reconciliations and purchase ledger payment runs on Xero.
- To work with the hall's Treasurer to prepare monthly management accounts for presentation to the hall's Board, identifying and reporting any matters which should be drawn to the Board's attention in a timely manner.
- To work with the hall's Finance Subcommittee to prepare an annual budget for the hall's Board of Directors and implement appropriate financial systems for proper budgetary and cashflow control.
- To update the fixed asset register and reconcile on an annual basis ensuring control of FOSPH assets.
- To ensure Stretford Public Hall has proper arrangements for the handling of funds, including cash handling, banking, invoicing, payments, and online banking.
- To work with the hall's accountants to supporting the audit process, including the collation of audit evidence.
- To complete VAT returns and ensure correct VAT rates are applied on all transactions and financial records on Xero.
- To work with the hall's manager and accountants to manage the payroll system, ensuring salaries are processed and paid on time. Posting payroll journals and allocation to grants in Xero. Ensuring pension contributions and payments are correct.
- To support the hall's manager with the preparing of funding applications and project costings, and the preparing of grant reports to funders.

YOUR EXPERIENCE

Essential

- Proven prior experience working as a bookkeeper / finance manager
- Experience and knowledge of using Xero accounting software
- Financial experience within a charity, with involvement in strategic thinking
- Highly organised administrator, with a proven ability to prioritise and work to deadlines
- Proven experience of working effectively as part of a small team
- Experience of preparing management accounts and dealing with external auditors and annual audit

Desirable

- Experience of the management of grant funding and grant-funded projects, and the reporting requirements of funders

YOUR KNOWLEDGE & SKILLS

Essential

- Relevant bookkeeping / accounting qualification (e.g ACA, IAB, ICB, AAT) or part qualification
- Self-motivated and organized, able to work unsupervised and under your own initiative
- Ability to maintain and prepare accurate financial records and reports
- Precise attention to detail
- Proactive, positive and professional approach
- Highly numerate and IT literate
- Excellent communication skills, both in writing and verbally
- The ability to work collaboratively both internally and externally, with people at all levels
- Excellent administrative skills including a high level of experience using Microsoft packages
- A commitment to equality and diversity in the workplace, and a commitment to the co-operative principles of Friends of Stretford Public Hall

Desirable

- An understanding of the current issues facing small charities and their accounting practices
- National Payroll Certificate
- Understanding of VAT and Corporation Tax
- Willingness and ability to be flexible about working hours as necessary