

TRINITY COMMUNITY ARTS

FINANCE MANAGER

TRINITY:



RECRUITMENT INFORMATION

Thank you for your interest in the role of Finance Manager.

Enclosed within this application pack you will find:

- Information about Trinity Community Arts
- Job description
- Person specification
- Trinity Recruitment Policy

How to Apply

To apply, please download and complete an online application form by visiting [here](https://www.trinitybristol.org.uk) and email to info@trinitybristol.org.uk with "Finance Manager" in the subject line.

Please complete our anonymous Equal Opportunities form [here](#)

Please note we do not accept CV applications.

Closing Date

This position will be advertised until a suitable candidate is identified. Our approach to this hiring process is to identify the most suitable candidate; ensuring that we select an individual whose skills, experience, and values align with our needs.

As part of the evaluating process, we will score applicants anonymously and against the specified job requirements.

Interviews will be conducted on an ongoing basis so we encourage all interested candidates who meet the specified requirements to submit their applications at their earliest convenience.

If you encounter any accessibility challenges that hinder your ability to apply within the stipulated timeframe, please contact us at info@trinitybristol.org.uk.

We are committed to understanding your circumstances and providing the necessary support to facilitate your application process.

ABOUT TRINITY

Our mission is to empower communities through arts and make sure everyone has the opportunity to access and shape arts and culture in Bristol.

We provide a progressive a programme of arts and cultural events, social activities, and projects, giving people space to come together, create, connect, learn, share and celebrate.

The Trinity Centre is a much-loved historic landmark – a cultural hub for East Bristol and one of the city's few remaining independent, live music venues, used by over 70,000 people each year.

People living locally to Trinity lead rich cultural lives. There is a breadth of taste and appetite for a variety of opportunities and ways to be creative. So, we keep our definition of arts and culture broad and our framework flexible, to be able to respond to that diversity.

The Centre's colourful history has embedded it firmly in the hearts and minds of generations of Bristolians. Our shared heritage is a powerful source of social capital, enabling people from different backgrounds to build commonality and a sense of shared identity and pride.

Working with over 200 cross-sector partners annually, we provide a programme of contemporary, participatory, socially engaged arts, engaging 70,000+ people across over 1,000 events and cultural experiences.

Our position, track record and approach mean we are uniquely placed to empower communities through arts; improving individual well-being, building communities and enhancing society in pursuit of our vision: creative expression for all.



OUR VISION & MISSION

Trinity's vision is for everyone to have the opportunity to access and shape arts and culture because we believe art improves individual well-being, empowers communities, and enhances society.

Our mission is to empower communities through the arts. We do this through providing a diverse programme of arts, heritage and cultural projects, activities and events.

Projects are supported by a range of national and local funders, individual donations and income we generate ourselves.



Job description

FINANCE MANAGER

Contract type: Permanent

Job Title: Finance Manager

Responsible to: Deputy CEO

Team: Middle Management

Direct reports: Finance Officer

Hours: 3-5 days (flexible working considered)

Rate of Pay: £35,000-£39,000 (depending on experience)

Annual Leave: Full-time employees of Trinity are entitled to 21 days paid annual leave plus bank holidays, based on 37.5hrs/5-day working week. Entitlement will be calculated on a proportional basis in accordance with your hours and duration of contract.

We are looking to appoint an ambitious and self-motivated Finance Manager. Working with Trinity's Leadership Team, you will play a key role in helping to strengthen organisation resilience to deliver against our charitable objectives.

You will be responsible for overseeing the financial health of the company, including managing financial reports, budgets, forecasts, and overseeing responsibility for monthly reconciliation of key accounts.

You will work closely with other departments, providing financial advice and representing the company in financial meetings, and assist the Leadership Team in reviewing and analysing financial information and ensuring we meet and governance requirements.

The role will require someone who is willing to work flexibly and independently. You will have a background in finance, qualification/accreditation in relevant field e.g. ACCA/CIMA or equivalent, confident and able to adapt your skills, whilst managing two critical finance functions, Trinity's trading and charitable subsidiaries.

We recognise that not everyone is able to work full-time. As such, we are happy to consider flexible working arrangements including flexible start/finish times or compressed hours

Job description (cont)

FINANCE MANAGER

Financial Management

Accountable to the Deputy CEO for the financial management of the charity and trading subsidiary:

- Prepare financial statements including quarterly Management Accounts, cash flow forecasting and finance reporting to the Leadership Team, Finance Sub-Group, and Board of Trustees - preparing reports and developing strategies that work to reduce financial risk
- Provide information for annual audit and support auditor to produce SORP compliant annual accounts
- Support Middle Management and Programme Leads with project specific budget setting
- Develop financial management strategies to reduce financial risk, providing relevant recommendations to maximise profits and improve working practices and efficiencies

Oversee Finance Officer to undertake general finance and bookkeeping duties in line with policies and procedures:

- Process payments and inter-company transactions, recharge journals, payroll and reconciling monthly accounts
- Fulfil statutory requirements e.g. HMRC tax returns, corporation tax, Charity Commission reporting and PAYE/NI contributions
- Work with and guide wider team to ensure good financial monitoring and record keeping (using QuickBooks), in accordance with agreed policies and procedures
- Periodic review of essential services e.g. insurance, utilities

Work with the Finance Sub-Group to:

- Develop budgets, including restricted project budgets, management and analysis
- Review and improve financial systems, accounting processes and procedures, producing documentation as required
- Analyse financial performance to assist with strategic planning and decision-making e.g. analysis for cost-benefit, return on investment, demonstrate best value

Job description (cont)

FINANCE MANAGER

Leadership & Governance

- Support the Company Secretary to ensure compliance with statutory requirements and relevant legislation
- Line manage Finance Officer and oversee other relevant staff and contractors (e.g. external Auditor) as may be required
- Contribute to the Middle Management Team as an active member, supporting business planning, organisational development, to ensure Trinity meets its aims and objectives

Other

- Uphold Trinity's policies; maintain excellent financial controls and implement relevant policies and procedures across the organisation in relation to accountable areas
- Take an active role in any training that may be required

Additional duties

- Any other duties as may be reasonably required:
- It is in the nature of the work required that the tasks and responsibilities of the Finance Manager will in many circumstances be unpredictable and varied.
- The position will therefore also be expected to undertake any other duties and/or responsibilities in connection with the organisation's financial activity, as the DCEO may from time to time direct, and which will not be covered in the job description. These additional duties will normally be compatible with the Finance Manager's regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the job, it will be included in the job description in consultation with the Finance Manager.

Person specification

FINANCE MANAGER

Qualifications

- A qualification/accreditation in relevant field e.g. ACCA/CIMA, or equivalent experience

Experience

- Experience in financial management for businesses/charities of comparable scale (e.g. £1m+ budgets)
- Experience using Quickbooks, or similar accountancy software, including budgeting, financial analysis, monitoring and reporting at a senior management level
- Proficient in interpretation and presentation of financial information to non-finance staff / Trustees
- Knowledge of Charity Reporting and Accounting SORP FRS 102 and an understanding of charity financial reporting
- Line management experience

Skills

- Proficient in Excel
- Excellent numerical skills
- Good communication skills
- Transferable office ICT skills across a range of systems including HR & Finance systems and electronic diary management
- Confidence using non-proprietary software solutions
- Good general administration and organisation skills
- Able and willing to learn/use new systems
- Excellent time-management skills and the ability work to meet deadlines
- Excellent leadership skills with the ability to develop and motivate others

Personal characteristics

- Analytical with strong attention to detail
- Motivated by systems and processes
- A confident problem solver/troubleshooter
- A commitment to the values and objectives of Trinity Arts

Desirable

- Work experience in a diverse community arts organisation/setting
- Experience using non-proprietary software solutions
- Experience using Customer Relationship Management (CRM)

RECRUITMENT POLICY

Commitment to equal opportunities

Trinity is an Equal Opportunities employer and actively encourages applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describing exactly how you meet the requirements, as this is the basis on which candidates will be shortlisted for interview.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process to reduce potential barriers faced by applicants and to give equal access to employment opportunities.

If you need this application pack in a different format, would like to submit your application to us in a different way (e.g., by video or sound file), or if you require any reasonable adjustments to the recruitment and selection process, please contact us via email at info@trinitybristol.org.uk or via telephone on 0117 935 1200.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the role.



TRINITY:



Photo credits:

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