

## Finance Manager Job Description

### About Oldham Coliseum Theatre

Oldham Coliseum Theatre provides distinctive and high-quality theatre performance and participatory activities, inspiring individuals and communities and making meaningful contributions to social and cultural regeneration in Oldham, Greater Manchester and nationally. Fostering a culture of aspiration, the theatre delivers a wide range of life-changing cultural experience, emphasising and promoting collaboration, sustainability and community cohesion.

Following the closure of the original building on Fairbottom Street on 31 March 2023, Oldham Coliseum Theatre is currently focused on delivering a cultural programme across the borough and working with Oldham Council on their plans for a new theatre opening in 2026.

The new building will be part of Oldham's Cultural Quarter and will provide a more modern, accessible venue for performers, participants in our engagement programme and audiences from Oldham and beyond.

### Purpose

The Finance Manager oversees all financial processes and supports the Interim CEO in delivering the theatre's vision through ensuring sound financial management, including managing financial processes, VAT and payroll. They are also responsible for reporting on and maintaining the company accounts, preparing management accounts, cashflow forecasts and financial reports and analysis for the executive team and the board of trustees.

Oldham Coliseum Theatre is a company limited by guarantee, and a charity. It has one trading subsidiary, Oldham Coliseum Productions Limited. We manage our finances and payroll in-house using Sage.

For this role, we are open to a discussion about the hours and amount of time spent in the office that will be required, up to a maximum budget of £35,000 p/annum + pension contribution.

### How to apply

If you're interested in this opportunity, we'd love to hear from you. Please send the following to [info@coliseum.org.uk](mailto:info@coliseum.org.uk)

- An up-to-date copy of your CV
- One side of A4 paper or a 3-minute video, which explains your interest in the role and how you meet the requirements of the person specification
- The names and contact details of two referees whom we can contact should you be successful
- A completed equal opportunities monitoring form: <https://forms.gle/YW2Ft6cd2pnay942A>

Extended Deadline for completed applications: Monday 8th April 11:59pm

If you need support or reasonable adjustments with this process, or have any questions, please email [info@coliseum.org.uk](mailto:info@coliseum.org.uk)

We want to create a community where everyone feels valued regardless of their background, identity, or circumstances. We are committed to equality and diversity within our workforce and particularly encourage those from under-represented backgrounds to apply.

## **Job description**

### **Accounts**

- Manage and complete all aspects of statutory tax and regulatory reporting in line with the current Charity SORP and FRS102, acting as the main contact point for the auditors
- Liaise with the accountants on submission of Corporation Tax Returns for the main charity trading subsidiary, and dormant subsidiary, including claims for Theatre Tax Relief.
- Prepare year end accounts to statutory account level, including fund accounting.

### **Reporting**

- Be responsible for the production and development of the quarterly management accounts process, including income and expenditure statements, cash flow, balance sheet, movement of funds statement and updated forecast of year end position.
- Provide regular financial updates for the Executive including analytical summaries of performance against targets.
- Prepare and present a financial report at appropriate governance meetings.

### **Procedures**

- Have lead responsibility for Finance systems, including monitoring and developing financial control procedures.
- Ensure compliance with all VAT & CT requirements.
- Manage VAT including submission of VAT returns and cultural exemption, exempt fundraising, non-business and VAT Capital Goods Scheme.
- Be a key contact for the company with external parties including the External Auditor, Bank, Payroll Support and HMRC.
- Oversee any future pension scheme and act as key contact with pension providers.
- Take overall responsibility for Sage One, ensuring accuracy and timeliness of information, entering and paying invoices, entering journal entries, settlements, bank reconciliations.

### **Budgeting and Planning**

- Assist the Executive in the creation of annual budgets and provide regular financial forecasting.
- Manage the annual budget process with all budget holders.
- Assist the Executive in producing financial information for the business plan and other strategic documents.
- Work with budget holders on finance matters and provide, where necessary, training and support to ensure that accurate financial information is maintained.

### **Annual Audit**

- Manage the relationships with the company's auditors.
- Liaise with the auditors to implement system improvements as agreed.

### **Other**

- Represent the Coliseum at relevant meetings and events
- Actively participate in training events as appropriate
- Maintain the confidentiality of all affairs of the Coliseum that should properly remain confidential
- Be an effective representative of the Coliseum in all situations, demonstrating the highest level of customer care and promoting the theatre's work and charitable objectives
- Work in the best interests of the Coliseum and in accordance with company policies such as but not limited to equal opportunities, health and safety, safeguarding and IT
- To carry out any other reasonable duties as determined by the Chief Executive

## Essential experience

We're looking for an excellent, self-motivated person to support the company's work and vision. The Coliseum has plans to once again be a busy producing theatre; we are currently a small team with high expectations.

### Essential

- Demonstrable and relevant financial experience (qualified accountant or QBE)
- Demonstrable experience of preparing statutory accounts and managing an external audit
- Experience of using finance software (e.g., Sage One, Quickbooks etc.)
- Working knowledge of payroll (including specific rules for payments to actors)
- Experience of cashflow forecasting
- Experience of VAT
- Excellent administrative, organisational and time management skills
- Fully computer literate
- Absolute attention to detail
- Ability to create and use complex spreadsheets
- Knowledge of Charity Accounting (SORP) and trading subsidiaries
- Efficient and methodical
- Ability to work to deadlines
- Ability to prioritise
- Strong oral and written communication
- A good team player
- Commitment to best practice

### Desirable

- Experience of using Sage One
- Production or project accounting
- Experience of working for an arts organisation and/ or charity
- Knowledge of VAT issues for theatres and charities
- Experience of successful Theatre Tax Relief claims
- Keen and active interest in the Arts in general, and in the work of the Coliseum in particular

### Terms and conditions

Salary:	£35,000 pro rata
Hours:	Negotiable, initially estimated at 2 days per week, increasing to 4 days as the theatre's programme increases
Holidays:	30 days per annum inclusive of bank holidays
Start date:	April 2024
Duration:	Permanent
Probation:	Three months
Location:	Oldham, Greater Manchester; some remote work