

Job Title: Finance Manager

Responsible to: Chief Executive Officer

Job Purpose: To assist the Chief Executive Officer in the financial management of the organisation and to lead on the administration and management of the accounting records and preparation of management accounts.

Key responsibilities:

1. Governance

- Undertake Company Secretarial duties and execute all the associated statutory and other duties associated with this office
- Assist the Chief Executive Officer in ensuring that all statutory returns are made and fulfil the criteria of all funders including the terms and conditions of the organisation's ERDF project.

2. Finance

- Oversee and manage the entire accounting function of the organisation.
- Ensure the organisation correctly and professionally fulfils all the financial reporting and monitoring requirements of its funders including ERDF.
- Prepare & distribute management accounts, profit and loss statements and balance sheets.
- Prepare monthly payroll calculations, process net pay payments to staff, prepare pension calculations and payments and control and process monthly Inland Revenue tax and National Insurance payments. Prepare and submit annual PAYE reports.
- Maintain effective control of the organisation's cash flow including regular detailed cash flow projections.
- Prepare Annual budget for adoption by Chief Executive Officer and Board.
- Prepare statutory accounts at year end for authorisation by Board and liaising with the external auditor.
- Maintain the accounting records of Northern Film & Media using Sage Line 50 software including:
 - Cash book
 - Purchase ledger
 - Nominal ledger

- Carry out regular bank reconciliations to maintain control of bank balances
- Maintain fixed asset register and calculate depreciation provisions and process necessary journal entries
- Prepare and post journal entries as required.
- Assist in compiling information for grant claims to Tees Valley Combined Authority, ERDF and others as required.
- Prepare ad hoc financial reports and information as required.

Additional Responsibilities

- Help to maintain delivery partnerships at a regional, national and international level.
- Corporate responsibilities include working with line manager to organise work schedule and creating and maintaining professional relationships with other members of staff.
- Demonstrate a personal commitment to Northern Film and Media's Diversity, Equality and Inclusion responsibilities, which include a positive and proactive approach to equality of opportunity in all aspects of the organisation's operations, particularly in relation to people from under-represented groups.
- Promote, develop and implement organisational activities which support and enhance environmental sustainability, Northern Film and Media's Health and Safety at Work policies and other statutory requirements.
- The post holder must also be willing/able to work outside of office hours when required.

This post is part-funded by ERDF (0.4 FTE at 2 days a week) and the post-holder will spend this time on the Tees Valley Creative Industries Project through to December 2022. As such the post holder must ensure that the conditions of NFM's ERDF project are adhered to across all activities for this element of the role.

Person Specification

- A proven record of success in financial management.
- At least 3 years' experience of maintaining financial control in an organisation of similar size and scale preferably in a public sector/arts organisation.
- Graduate level intellect, preferably with a higher degree in a management discipline or at least part qualified in a professional accountancy qualification.
- An understanding of financial management and wider management principles and techniques.
- A high level of financial and commercial awareness.
- Excellent analytical and problem-solving skills.
- Excellent organisational skills, with proven ability to manage complex tasks.
- Experience of project management and managing multiple priorities.