



Royal Pavilion & Museums Trust

## RPMT JOB DESCRIPTION

<b>Job Title:</b>	Finance Manager
<b>Reports to:</b>	Director of Finance
<b>Department</b>	Finance

### **Purpose of the Job**

To inspire and lead the Finance Team to ensure timely, accurate and insightful financial information and reports.

### **Principal Responsibilities**

Production of monthly and quarterly management accounts, financial and solvency forecasts.

Development and operation of an appropriate system of financial controls subject to oversight from the Director of Finance.

Assisting the Director of Finance and broader Executive team as needed.

Carrying out other roles within the Finance Team as needed by illness, holiday, maternity/paternity or overall resource needs, subject to maintaining an appropriate controls environment.

### **Principal Accountabilities**

Oversight of bank reconciliations, debtor and creditor reports, journal entries, ensuring payroll entries are processed in the general ledger, liaising with the payroll bureau, maintaining relationships with the VAT advisory agency.

Maintenance of the general ledger, overseeing the chart of accounts.

Subject to oversight from the Director of Finance, ensuring that the Finance team can:

- Produce appropriate management reports (management accounts, statutory accounts, budgets, reforecasts, cash flows and ad hoc reports, etc.).
- Partner Project Managers' budgets and reports.
- Prepare the statutory accounts of the Trust, Trading company and Foundation.

- Prepare other relevant external reporting requirements e.g. Charity Commission, VAT, Corporation Tax, etc, etc.
- Support formal external audit processes.

## **General**

To co-operate in the implementation of the Trust's Health and Safety policy.

To work within and actively promote the Trust's Equality in Employment Policies.

To support the Executive team as needed.

(As a term of employment) To carry out other duties and requirements reasonably associated with your role and/or the needs of the organisation.

## **Changes to Job Descriptions**

Your duties will be broadly as summarised above but note that RPMT reserves the right to update your Job Description, from time to time, to reflect changes in, or to, your role.

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<b>Department</b>	Finance

<b>Job Related Education, Qualifications and Knowledge</b>	<p>A fully qualified CCAB accountant (ACA, ACCA, CIMA or ACIPFA) with demonstrable relevant post qualification experience.</p> <p>Good knowledge of Charity or Third Sector financial needs highly desirable.</p> <p>Possess advanced Excel skills and practical knowledge of integrated financial systems (for example, Sage and IRIS Financials (formerly PS Financials)).</p>
<b>Experience</b>	<p>Charity or Third Sector experience essential.</p> <p>Experience of working in a unionised environment desirable.</p>
<b>Skills and Abilities</b>	<p>A demonstrable ability to work on own initiative and to prioritise own workload and that of Team.</p> <p>Experience of successful project management useful.</p> <p>Ability to build excellent working relationships with a wide range of stakeholders.</p> <p>Ability to influence the attitudes and opinions of others, gaining agreement to ideas and proposals.</p> <p>Excellent verbal communication skills in order to provide accurate and easily understandable financial advice.</p> <p>Adaptable, receptive to new ideas and willing to adjust to new demands and circumstances.</p> <p>Display a high level of personal 'drive' and energy and show a capacity for sustained effort and performance.</p> <p>Motivated, enthusiastic, tenacious and results orientated.</p>
<b>Equalities</b>	<p>Understanding of equalities and inclusion issues and a commitment to promoting diversity through practice.</p>
<b>Other Requirements</b>	<p>Personal and professional demeanour which engenders confidence.</p> <p>Commitment to continuous professional development and building knowledge and skills.</p>