

FINANCE MANAGER APPLICATION PACK



BA (Hons) Professional Dance
Josh Tomlin

PERMANENT, FULL TIME
Salary: £30,850 per annum

INTRODUCTION

Thank you for your interest in this opportunity!

This is an exciting time to join Dance City, at a point of transformation for future growth.

We're looking for someone who can support the organisation by:

- ensuring the smooth running of the financial operations
- providing day to day finance management, processing, and analytical support and strategy work
- ensuring efficient management of its finances and compliance with its Financial Procedures and relevant legislation

You will be a key point of managerial and operational contact for colleagues and Board of Trustees, as well as external partners and customers. Your work is central to the organisation's success.

Our mission is to ensure the North East is the best place to dance and experience dance. You'll work in an organisation where you can see the difference you make every day.

If this sounds like you, we look forward to hearing from you.



Anand Bhatt
Artistic Director
& CEO



Catherine Johns
Executive Director

ABOUT DANCE CITY

We believe in the power of dance to invigorate people and communities, and for dance to hold a special place in people's hearts. Our mission is to ensure the North East is the best place to dance and experience dance.

Dance City is the biggest dance house in the North of England, employing around 130 staff and freelancers. We are responsible for dance development in the whole of the North East region and a population of 2.5 million.

We are a **Catalyst, Convener and Creator** of excellent dance and movement experiences from the North East, for the North East and the world.

A Theatre Dedicated To Dance

Dance City has an intimate 240 seat theatre dedicated to showcasing dance performances from the North East, the UK and across the globe.

Dance For Every Body

We offer over 70 public classes a week in all forms of dance, from ballet to street to Bollywood.

Dance Careers Start Here

The Dance City Training Academy offers specialist dance training for gifted and talented young people from age 10 through our Centre for Advanced Dance Training (CAT), in partnership with the Department for Education, and our BA (Hons) Professional Dance in partnership with University of Sunderland.

Dance Careers Thrive Here

Public subsidy and surplus commercial income allow us to be at the heart of the art - supporting dancers to live their creative careers. We offer professional artists in the north east free daily dance classes, commission opportunities, CPD, free studio space and much more.

Communities Dance With Us

Dance City is not a building, Dance City has a building. Our engagement team gets generations moving from Berwick to Middlesbrough, Hexham to South Shields, in schools, community centres, parks, playgrounds and more.



FINANCE MANAGER

JOB DESCRIPTION

CONTRACT:

Permanent

PROBATIONARY PERIOD:

Six months

NOTICE PERIOD:

One week during probationary period, two months on satisfactory completion of probationary period

OVERTIME:

Overtime is not paid. Time off in lieu (TOIL) may be taken for any extra hours worked, as authorised by your line manager.

ORGANISATIONAL RELATIONSHIPS:

Post holder reports to the Executive Director

SALARY:

£30,850 per annum

LOCATION:

Dance City, Temple Street, Newcastle upon Tyne, NE1 4BR

HOURS:

40 hours per week (1.0 FTE), working pattern to be agreed with the Executive Director.

The role requires the post-holder to be based in the office four days per week as a minimum. Full time office working may be required at specific times for example, to ensure complete and accurate processing of payroll once a month and to support the audit.

ORGANISATION DIRECTIVES

- DBS: No
- Budget Holder: No
- Line Manager: No
- Duty Manager: Yes
- Fire Warden: Yes
- Safeguarding Officer: Yes
- First Aider: Yes
- On Call Rota: No
- Senior Leadership Team: No

Finance Manager Specific Duties and Responsibilities:

- Working closely with Executives, the Senior Leadership Team, Dance City Board members, and any appointed external management accountant, as required, on all strategic financial matters, providing information and data as required
- Working closely with all staff to deliver effective and efficient financial management and support across the organisation
- Working closely with the Executive Director to develop, administer and monitor all budgets and forecasting work, e.g., cashflow forecast
- Managing the production of month end management accounts and reports
- Liaising with external management accountant in the production of quarterly and annual management accounts, and the annual report.
- Undertaking pay reviews and implementing any changes as approved by the Board
- Assisting colleagues with budget management and reporting of income and expenditure
- Assisting in the review and implementation of key financial policies and procedures and ensure they are understood and complied with by colleagues
- Entering financial information in a timely fashion via Xero
- Managing the processing of supplier invoices and organise payments via BACS
- Managing the production of sales invoices
- Managing debtors and creditors
- Managing petty cash
- Monitoring and reconciling the use of company credit/pre-paid cards
- Posting sales income via Spektrix (sales) software management and The Seven Bridges café takings
- Banking and bank reconciliation
- Liaising with customers, suppliers, and stakeholders, ensuring excellent credit and debtor control
- Working with the Senior Fundraising Manager, Executives, Senior Team and other colleagues as required in the timely submission of claims regarding funding received and evidencing compliance of activity, expenditure and outputs by regularly updating audit folders
- Preparing for audit with the Executives and fully supporting the audit process
- Working with the Executives and CAT Manager to prepare for the CAT audit, fully supporting the audit process
- Submitting Gift Aid claims
- Maintaining asset register
- Maintaining records of procurement and supplier register

Preparing and processing monthly payroll:

- Supporting the HR function with the onboarding of new starters and addressing payroll queries
- Supporting managers in the accurate calculation and submission of wages spreadsheets
- Ensuring rolled up holiday pay is calculated correctly each month and reviewed in advance of each holiday year
- Adhering to government guidance, updates in legislation

And, with Sage 50 payroll:

- Installing updates to the software as directed to ensure minimum wage rates, and national insurance etc. are updated as per legislation
- Keeping employee records up to date, adding new starters onto the payroll, inputting HMRC coding and other notices
- Running payroll each month, entering in wages provided by managers including the processing of employee expenses claims
- Checking entitlement, qualifying status for (and then managing) statutory sick pay, maternity pay, paternity pay and other statutory payments due
- Managing monthly deductions, e.g., cycle to work scheme
- Processing and monitoring pensions, and ensuring compliance with auto re-enrolment rules
- Processing leavers and issuing P45s
- Running payroll at year end and processing and issuing P60s

General Administration

- Managing the day to day operations and activity of the finance function
- Setting/undertaking and reviewing complex scheduling using in-house software and MS Office 365
- Leading finance meetings
- Representing finance at internal meetings
- Managing specific meetings/events for the department and delegating tasks as appropriate
- Identifying areas for improvement, revision or change within the function and raising with Executives

Communication and customer service

- Managing escalated customer enquiries from the Ticket Office, face to face and via phone and email, handling potentially challenging issues
- Ensuring high quality and accurate communications from the department
- Supporting the strategy for department communications
- Leading on the copy-writing of department programme/activity information for external distribution
- Supporting Dance City marketing initiatives
- Maintaining positive relationships with individuals and organisations, key funders, relationship managers, stakeholders, students/parents, etc.
- Identifying new potential partners and funders
- Representing Dance City on steering groups, meetings and events

Building and Facilities Management

- Setting high standards of building presentation
- Undertaking specific building duties
- Ensuring facilities tracker is used for recording building issues

Health and safety

- Ensuring Health & Safety compliance of the department
- Carrying out risk assessments
- Ensuring that staff have required training to safely undertake work
- Manage working patterns to ensure safe working

General Financial

- Overseeing budget management; monitoring and report as per Dance City finance structure
- Reporting on income/expenditure and responsible for ensuring accurate recording within the finance function
- Approving finance function spend: invoices, petty cash, prepaid cards
- Ensuring compliance of the function with financial processes; that work is undertaken to the appropriate standard and with appropriate checks in place
- Supporting Executives with finance review processes, funding application budgets and budget monitoring and evaluation
- Contributing to funding applications as required
- Supporting income generation strategy within the department and wider team as appropriate
- Implementing any approved income generation processes within the function
- Managing contracting, procurement and suppliers for the department

HR

- Committing to the appraisal process and to their own personal and professional development
- Managing compliant recruitment processes for the department
- Managing staff inductions e.g., orientation, initial training on Dance City software and databases
- Identifying training needs within the department and implementing activity
- Supporting personal development of the team with appraisals
- Supporting other Managers, Senior Managers and Executives with HR processes across the wider team as required
- Determining DBS requirements for the department, seeking advice from Executives
- Ensuring Safeguarding compliance within the department, seeking advice from the Lead Safeguarding Officer
- Knowledge of Equality, Diversity and Inclusion and Anti-discrimination

Data and IT

- Ensuring that data is managed appropriately and securely
- Reviewing databases and systems to ensure GDPR compliance in the department
- Leading the creation of data collection surveys/forms
- Leading data review and analysis for presentation and evaluation
- Leading data collection for external evaluation, e.g., Arts Council England
- Undertaking high level evaluation and report writing for example, Arts Council NPO and funders
- Raising any data compliance issues or concerns immediately and in line with Dance City policy
- Adhering to strict confidentiality and not divulging to anyone personal and/or confidential information to which they may have access during the course of their work

Governance

- Preparing reports for Board and Committees meetings
- Representing the finance function at relevant Board and Committee meetings
- Leading on defining and ensuring quality assurance requirements are upheld
- Responsible for policy and procedure compliance within the function across all activity

Leadership/ managerial / strategy

- Leading the overall finance function
- Leading on the development of strategy and programmes
- Supporting review of Business Plan and future strategy
- Leading on longer term projects as required
- Line managing staff where required
- Managing, delegating, and tracking multiple pieces of work within a fast-moving environment to meet deadlines and Dance City's objectives
- Deputising for other Managers, Senior Managers, Heads of and Executives

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out such other duties as may be necessary from time to time.

PERSON SPECIFICATION

ESSENTIAL:

Skills, Knowledge and Experience:

- Minimum three years' experience of high-level finance administration and finance management
- Experience using finance software packages, Dance City use Xero and Sage 50 payroll
- Some experience of charity finance
- Excellent computer literacy with experience and knowledge of Microsoft Office Suite, particularly intermediate - advanced MS Excel.
- Experience of using databases and analysing data
- Report writing and evaluations for programmes/projects
- Experience of working on and managing multiple projects simultaneously
- Experience of working collaboratively
- Supplier/Customer service, client experience and liaison
- Strong written and verbal communication skills
- A high level of practical and organisational skills

Characteristics

- Team player
- Enthusiastic
- Flexible
- Positive attitude
- Highly focused to give high attention to detail
- A high degree of self-motivation and discipline
- Commitment to ongoing CPD
- Ability to work in a changing and flexible organisation
- Ability to assess situations, act on own initiative and justify decision-making
- Ability to build rapport with people from all backgrounds, of all abilities, and of all ages
- An understanding and commitment to equality, diversity and inclusion and antidiscrimination

If you are excited by this opportunity but feel you may not meet all of the essential skills, knowledge and experience listed, we still encourage you to apply!

The most important aspects of the role we are looking for are:

- **Ability to manage detailed, day to day financial administration and high level finance management**
- **Understanding of and experience running payroll**
- **Ability to work flexibly and adapt to change**
- **Ability to build effective working relationships across a complex organisation**

DESIRABLE:**Skills, Knowledge and Experience:**

- Understanding of HR principles and best practice
- Knowledge of building operations and facilities management
- Knowledge of Health and Safety in the workplace
- Knowledge of GDPR principles
- Knowledge of Equality Diversity & Inclusion
- Awareness of Safeguarding
- Working in a cultural organisation

HOW TO APPLY

Please send a completed application form, along with a completed Equality Monitoring Form to philippa.mcardle@dancecity.co.uk by 12 noon on Wednesday 2 October 2024 . Interviews will be held at Dance City on Friday 11 October 2024.

Please note that any offers of employment are subject to two satisfactory references, of which one must be from a current or most recent employer. Evidence of right to work in the UK is also required.



For an informal chat about the role, please contact Catherine Johns, Executive Director: catherine.johns@dancecity.co.uk

If you require this information in a different format, or would rather submit a video or audio file, please let Philippa McArdle, HR Manager, know and we can enable this to happen.

Dance City actively encourages applications from those with less visibility in the arts. We specifically welcome applications from women, disabled people and those from Black, Asian, ethnically diverse, LGBTQ+ and international backgrounds with the right to work in the UK.

Dance City,
Temple Street,
Newcastle upon Tyne
NE1 4BR

0191 2610505
dancecity.co.uk

 @dancecity
 @dance_city_newcastle

