



JOB DESCRIPTION

ROLE:	Finance Manager
DEPARTMENT:	Business Support
REPORTS TO:	Business Support Director
CONTRACT:	Permanent Post
HOURS OF WORK:	39 per week
SALARY:	£35,000 - £40,000

Main purpose of job

To be responsible to the Business Support Director for the provision of a finance function for the Belfast Waterfront and Ulster Hall Limited including all aspects of financial administration, monitoring of income and expenditure, and preparation of financial reports

- To prepare the monthly management accounts, including explanations of relevant matters in the accounts, to present to the Business Support Director within a specific timeframe
- To prepare the annual statutory accounts and present to the Business Support Director within agreed timescales
- To ensure accurate accounting records are maintained by accounting staff and ensure adequate segregation of duties
- To research and review new finance and accounting developments and make recommendations for upgrading of services
- To prepare monthly balance sheet reconciliations, review and action overdue debtors, and compile cash flow forecasts
- To prepare details of each activity/division on the accounts and present budgeted management accounts for inclusion in the coming year reports
- To prepare monthly variance analysis comparing budget to actual, forecast and prior year, including explanations of relevant matters
- To prepare or supervise the preparation of any ad hoc reports that may be required by the Board or senior management
- To ensure regular accounting functions are carried out, including preparation and submission of quarterly VAT returns and other tax related returns

- To manage and control the day-to-day activities of finance staff, ensuring communication is regular and consistent
- Treasury management
- To ensure compliance with company standards, policies and procedures, and completion relevant statutory returns
- To prepare financial forecasts and budgets, event costings and commercial finance reviews

- To manage the finance team on a daily basis, including responsibility for learning and development
- To liaise with external and internal auditors
- To ensure the VEMS system is developed to support business growth
- To manage and oversee the cash count for the Box Office
- To deputise for the Business Support Director
- To undertake such other relevant duties as may from time to time be required



Person Specification

Essential criteria

Qualifications and experience

Applicants **must**:

- have a relevant third level qualification in a finance related subject, for example, finance, accountancy or equivalent qualification;
- be a fully qualified accountant and be a full, current member of a relevant professional body, for example, Chartered Institute of Management Accountants (CIMA); and
- have three years' relevant experience of each of the following:
 - (a) managing finance functions at a senior level with full financial responsibility for producing statutory accounts and reports;
 - (b) managing budgets of £10m or more in a commercial environment with a turnover of £5m or more or in a non-commercial environment with a turnover of £2m; and
 - (c) managing and motivating staff in accordance with the principles of performance management and personal development

Short-listing criterion

In addition, the short-listing panel reserves the right to short-list only those applicants who have experience of developing and managing financial systems to assist in the production of financial information.

Skills and Attributes:

Applicants must demonstrate the following competencies which may be tested as part of the interview process:

Communication and influencing skills: the ability to produce highly complex, evidence based reports and highly developed oral communication and listening skills to make effective presentations to persuade and influence others on complex issues, in both formal and informal settings.

Accounting and resource management skills: a detailed knowledge of financial planning, budget preparation, financial control and accounting systems with the ability to advise and challenge financial and resource management matters.

Staff leadership and team working skills: the ability to lead, motivate and work constructively within a team and to encourage high levels of co-operation between team members to achieve objectives.

Analysis and decision making skills: the ability to analyse complex situations, exercise critical judgement in arriving at practical solutions and take appropriate action.

Partnership working skills: the ability to form, maintain and enhance a wide range of internal and external partnerships working for the benefit of the organisation.

Performance management: the ability to employ performance management techniques and quality systems; to monitor performance and work to continuously improve services while meeting targets.

Information technology skills: the ability to operate specialist software packages and the ability to manage and utilise computer systems and implement new and emerging technologies to increase business efficiency.

The ideal candidate will be a commercially focused hands on experience gained in a commercial environment. You will have a strong knowledge of all finance processes and ideally have implemented these in a previous role. Strong analytical skills and people skills are essential.