

Job Summary

Responsible to: Finance Director

Salary: £42,000 pro rata

Hours: 3.5 days per week hybrid working with 1 day in the office. 24.5 hours per week exact days flexible, but working to a regular weekly working pattern.

Benefits include: Contributory Pension Scheme; Season Ticket Loan Scheme; Training and Development opportunities.

Holiday: 25 days per annum pro rata, rising by one day for each full financial year worked to a maximum of 30 pro rata.

Key Objectives: Working closely with the Finance Director, this post will oversee the Young Vic's day-to-day financial systems, controls and processes and manage two team members.

The Finance Manager ensures accurate, efficient and compliant record-keeping, enables timely reporting to internal and external stakeholders, and upholds appropriate financial controls for the effective safeguarding of the charitable company's assets.

This role has some specific areas of ownership, including leading on the accurate recording and reporting of income, payroll, managing the month end and monitoring cash-flow.

The post will also support the Finance Director with financial planning, system development and compilation of monthly management accounts, annual accounts and other reports. They will manage and support the Finance Officer and Finance Assistant with their work and professional development, and liaise with all departments on financial matters as needed.

About The Young Vic

The Young Vic has always been more than a theatre – bigger than a building; it's a set of values that uphold the conviction that theatre is an indispensable part of civic life. Whether on our stages at our home on The Cut, touring to schools and community centres across South London, premiering a play in the West End or on Broadway, streaming our work across the country and around the world – we are actively working to be a theatre for everyone.

Our Anti-Racism Commitment

Our leadership team and staff share a joint commitment to prioritising the wellbeing of Black and Global Majority people at the Young Vic. We are working together to create a culture of care for all, but especially those with lived experience of racism, and we commit to holding each other accountable for building and maintaining this culture. We believe that making the Young Vic an anti-racist organisation makes the culture better for everyone.

The Language We Use and Why

We believe that language is important and empowering. Where possible we are specific as possible with our language, and avoid defaulting to umbrella terms or making assumptions about people's identity or experience. When we can't be specific, we say 'Black and Global Majority' instead of phrases like 'Person of Colour' and 'BAME'. This is because the term 'Black and Global Majority' does not centre whiteness, and is also factually true - over 80% of the world's population make up the Global Majority.

Our Values at the Young Vic

We are committed to creating an inclusive environment where everyone is treated with fairness, dignity, respect and importance, and shows respect for themselves, others and our community regardless of seniority or area of work.

Our values are as follows:

We believe theatre is at its best when everyone participates. We begin by asking, who isn't here that should be? Then we make certain they are. At the Young Vic, everyone belongs, everyone is welcome.

We are driven by relentless curiosity and debate. We believe in the power of stories to help us see the world in new ways. We believe in being a forum for discussion and opposing views, in the possibility of fostering understanding and shifting perspectives.

We believe in pioneering and leading into the unknown. We innovate in how we make work and how we share it. We push against the status quo to challenge whose voices are celebrated, and whose stories are told.

We are led by the creativity of our people and the limitless possibility of imagination. We believe in pushing limits and reimagining what's possible. We make space for the unexpected, and we move quickly to make the most of opportunity.

We collaborate: working together to achieve shared goals. We believe our organisation is made stronger by including varied and unique perspectives and talents in every aspect of our work. We are committed to reflecting the great diversity of our city onstage and off.

We prioritise kindness, we lead with heart, with care, and with the wellbeing of our people - our staff, participants, volunteers, theatre makers, civic leaders, advocates, supporters, and audience members.

We are committed to openness rooted in trust. We believe in being held to account - apologising when we've not upheld our values or when we've caused hurt or confusion, and learning from our mistakes.

Job Description

Finance Manager (maternity cover)

Key objectives:

- Lead on the operation of accurate, efficient and compliant financial systems, controls and processes, including recommending and supporting improvements.
- Manage and support the finance team, ensuring that they are well supported with their work and professional development, with regular 1 to 1s, and appropriate training provided.
- Ensure that each month end is timely and accurate, evidenced by appropriate schedules and reconciliations, to enable prompt compilation and circulation of management accounts with related forecasts and projections.
- Lead on accurate recording and reporting of income, payroll and cash management.
- With the Finance Director, ensure that all statutory compliance requirements are met (HMRC submissions, quarterly VAT returns, Companies and Charity Commission returns).
- Support the Finance Director with financial planning and the development and improvement of financial systems and tools.
- Encourage excellent communication of financial information across the wider staff team.

Areas of Responsibility:

Controls, processes and reports

- Own and maintain an effective set of financial controls and processes, ensuring that these are well understood, well documented and kept up to date.
- Help evolve our systems and processes to make the best possible use of resources, including staff time, making recommendations for improvements to the Finance Director and supporting the implementation of changes.
- Manage the month end, preparing balance sheet reconciliations for the areas you lead on for Finance Director approval, and reviewing and approving reconciliations prepared by the Finance Officer and Finance Assistant.
- Review and approve supplier payment runs
- Prepare journals and explanations for review and authorisation by the Finance Director.
- Support the Finance Director with preparation of monthly management accounts, projections and forecasts, and other reports as required. To include review of monthly income and expenditure for coding accuracy, ensuring any necessary amendments are processed promptly.

Income

- With support from the Finance Officer, ensure that all income received into the organisation is posted correctly into the finance system.
- Lead on all aspects of invoiced income, including recharged costs, raising accurate and timely invoices with the applicable VAT and dealing with related queries.
- Manage the credit control function, helping to ensure that cash is collected promptly.
- Oversee the Finance Officer's processing of daily ticket sales and fundraising income via Tessitura (CRM system), ensuring record-keeping is accurate, timely and regularly reconciled; cover this daily process during periods of leave/absence.
- Reconcile and monitor income relating to show advances, theatre tokens and third party ticket agents.
- Work with the Finance Director, Finance Officer and Development team to ensure that fundraised income is reflected accurately in the financial records, including any restrictions over use of the funding.

Payroll and Freelancers

- Review monthly payroll for final approval by the Finance Director, supervising and supporting the Finance Officer with preparation and liaising

with the Head of People as needed; ensure excellent financial controls are in place throughout the process.

- Final approval of weekly payroll (performers, stage managers and casual staff) as prepared by the Finance Assistant under the supervision of the Finance Officer.
- Set up payroll payments in the bank for senior management approval.
- Manage Foreign Entertainment Unit (FEU) tax deductions for overseas performers
- Be the key administrative contact for the organisation's pension schemes, ensuring compliant and timely deductions and submissions to the scheme administrators.
- Ensure the annual HMRC return reporting on fees paid to freelancers is accurately prepared and submitted before the deadline.

Bank and cash management

- Work with the Finance Director to complete monthly cashflow forecasts alongside management accounts, and to optimise cash held across the bank accounts.
- Monitor the bank accounts day to day and work with the Finance Director to ensure that there is sufficient cash in the current account to cover forecast payments.
- Act as key contact for the organisation's online banking, ensuring relevant staff have appropriate access and maintaining excellent financial controls.
- Oversee cash and cheque deposits.

Compliance

- Ensure that all regular filing with HMRC and other statutory authorities is completed
- Prepare a first draft of the quarterly VAT return for review by the Finance Director
- Work with the Development team to ensure that regular Gift Aid claims are completed and submitted
- Complete returns from the Office for National Statistics
- Support the Finance Director with the annual statutory audit, including the preparation of lead schedules and dealing with queries from the auditors.
- Support the Finance Director and Development team with financial information for funding applications and monitoring reports.

Relationships and team management

- Manage and support the Finance Officer, Finance Assistant and any interim/temporary finance support staff; meeting with them regularly, ensuring they have the guidance, tools and training to fulfil their roles well, supporting their wellbeing and professional development.
- Provide cover as needed for other members of the team, ensuring that operations are not disrupted.
- Support the Finance Director as required with reporting and management of commercial activities undertaken through the trading subsidiary.
- Build good relationships across the wider team, modelling and encouraging excellent communication about financial record-keeping, processes, budgeting, forecasting and reporting

Other

- Take responsibility for your continuous professional development, ensuring you maintain up to date knowledge of relevant financial legislation, accounting standards, good practice and new initiatives as relevant to the performing arts, culture and charity sectors.
- Uphold and embody all Young Vic company policies, including but not limited to Equality, Diversity and Inclusion, Dignity at Work, Health and Safety and Code of Conduct for Staff
- To engage and contribute to the Young Vic becoming and sustaining antiracism practice throughout the organisation
- To support the Young Vic's aims to support environment sustainability and responsibility
- To attend any training required by the organisation.
- Any other duties reasonably required to support the Finance Department or the Young Vic operation as a whole.

Person Specification

Finance Manager

Essential Skills:

- Recent experience of working in a finance function role with management level responsibility
- Experience of actively operating at least one of payroll, sales ledger/accounts receivable, cash-flow forecasting
- A qualified or part-qualified accountant ACA/ACCA/CIMA, or able to demonstrate that you are qualified by experience
- A willingness to take ownership and be proactive in finding solutions to issues
- A willingness to be flexible and champion change
- Strong understanding of effective internal financial controls and experience of implementing them
- The ability to communicate effectively with finance and non-finance professionals alike
- The ability to work under pressure with strong attention to detail

Desirable Skills:

- Proficient user of Sage and/or Xero accounting software
- Previous experience of working in the charity / not for profit sector
- Experience leading and managing small finance teams
- Experience of theatre production accounting
- Passionate about the Young Vic's mission