

## Job Vacancy

<b>Job title:</b>	Finance Coordinator
<b>Reporting to:</b>	Assistant Management Accountant
<b>Hours worked:</b>	37.5 hours per week
<b>Salary:</b>	£21,757-£24,488 ( <i>Cost of Living increase pending</i> )
<b>Date issued:</b>	March 2018

### About Broadway

Broadway is an educational charity based in Nottingham's Creative Quarter [www.broadway.org.uk](http://www.broadway.org.uk) and one of the leading independent cinemas and creative media centres in the UK. It is the Hub Lead Organisation for Film Hub Midlands, part of the British Film Institute (BFI) Film Audience Network, and an Arts Council England (ACE) National Portfolio Organisation, providing support for our Near Now studio for arts, design and innovation. With an annual turnover of more than £3m it attracts 300,000 visitors each year including almost 200,000 admissions to a diverse programme of cinema, festivals and special events, with training and educational activities that support the development of film, artistic talent and creative practice. It is home to a number of filmmakers, receiving international recognition for their work, who share their professional experience, training participants of Broadway's BFI Film Academy course for 16-19 year olds.

Broadway is now looking to recruit a Finance Project Coordinator to be responsible for the financial administration of funded projects run by the Company as well as taking an active role in ensuring the smooth running of all functions within the finance department. Having recently been approved to run schemes for the next 4 years commencing April 2018 both with the BFI and ACE, this post will be pivotal in ensuring Broadway delivers its media and digital projects to budget and in a precise and timely manner. Requiring excellent communication skills both internally with project staff and externally with funding partners and stakeholders, this is an important and responsible role within a small busy team. The Finance Coordinator will work with the Assistant Management Accountant in the production of Broadway's monthly management accounts including reconciliations and other account functions as necessary. The post holder will be encouraged to contribute fully to the organisation's overall development.

Strong financial and administrative skills are essential, and would suit someone with a previous background in a not for profit/project background.

### Key Responsibilities

- Project Accounting and Administration
- Monitor funder Agreements and grant income receivable
- Reconciliation of intercompany, bank and control accounts
- Assist with monthly management accounts and reporting requirements

### Key Experience

- Experience of monitoring projects and budgets
- Knowledge of Accounting systems, preferably Sage 50 Accounts
- Experience of reconciliation of control accounts including bank accounts

- Proficient in using Excel to an advanced level for reporting
- Financial/accountancy trained or other relevant qualification

<b>Duties &amp; Measures</b>	<b>Job objectives and outcomes</b>
<p><b>Duty 1</b></p> <p><b>Measures</b></p>	<p><b>Project Accounting and Administration:</b> Manage the finance administrative function for BFI Hub Midlands, BFI Major Programmes and other projects that may from time to time be undertaken by the Company including:</p> <ul style="list-style-type: none"> <li>• Ensure all drawdown forms and invoices from partner organisations are coded and processed appropriately using Sage 50 Accounting software</li> <li>• Ensure timely payments of all expenditure of the projects</li> <li>• Maintain shared project spreadsheets, allocated in accordance with budget headings and kept up to date at all times</li> <li>• Allocate salary costs to projects as appropriate to agreed budgets</li> <li>• Ensure projects remain within budget and that the allocation of contributions for Broadway's and partners' running costs are as agreed</li> <li>• Under the guidance of the Project Management staff, issue contracts to partner organisations following up return of signed documentation and monitor compliance with conditions of the contracts</li> <li>• Ensure all project income and expenditure is correctly reflected in the Company's monthly management accounts, providing information as needed for quarterly Board meetings</li> <li>• Be aware of VAT partial exemption rules and their implication on project and Company expenditure</li> <li>• Maintain well organised filing systems for all financial paperwork and data</li> <li>• Be involved with any audit requirements providing the necessary information and evidence as requested</li> </ul>
<p><b>Duty 2</b></p> <p><b>Measures</b></p>	<p><b>Ensure the effective and timely communication of project budgets, analysis of performance, and variances to all stakeholders (internal and external)</b></p> <ul style="list-style-type: none"> <li>• Establish and maintain productive and positive working relationships with project staff, partner organisations, funders and all stakeholders</li> <li>• Maintain an open and effective dialogue with partner organisations to ensure smooth running of the financial functions</li> <li>• Produce and present monthly reports on the progress of projects to senior and project management as well as partner organisations at meetings</li> <li>• Respond positively and in a timely manner to enquires and queries</li> <li>• Provide financial information to funder organisations in accordance with funder/project contractual requirements</li> <li>• Ensure all key dates and any points or concerns of the projects are communicated at the earliest opportunity</li> <li>• Prepare regular summary reports for other projects ie ACE NPO, BFI Film Academy and attend meetings to monitor their progress</li> <li>• Provide financial information to team managers to satisfy project/department reporting requirements</li> </ul>
<p><b>Duty 3</b></p>	<p><b>All Funder Agreements and grant income processed and recorded accurately, within defined timelines</b></p>

<b>Measures</b>	<ul style="list-style-type: none"> <li>• Maintain records of Agreements and grant income receivable by the Company</li> <li>• Ensure requests for payment from funders are made at the appropriate time</li> <li>• Monitor all grant receipts are received on time; code and record appropriately,</li> <li>• Reporting of income and other KPI's as required</li> <li>• Retain copies of signed Agreement in shared files and ensure all special conditions in order to release payments are adhered to, liaising with relevant project staff as necessary</li> </ul>
<b>Duty 4</b>  <b>Measures</b>	<b>Assist in the posting and reconciliation of control accounts and other accounting functions as necessary</b> <ul style="list-style-type: none"> <li>• Post and reconcile Broadway's bank accounts within deadlines set</li> <li>• Assist with month end reconciliations of Balance Sheet and other specific cost centres as required including the intercompany account</li> <li>• Preparation of accruals/prepayments and nominal ledger postings within the monthly management accounts process</li> <li>• Prepare cost reports as required</li> <li>• Weekly posting of income summaries and sales invoice production</li> <li>• Ability to cover and support Sales and Purchase Ledger including communication both internal and external, statement reconciliation, credit control</li> <li>• Assist in the year end accounts preparation and audit</li> <li>• Assist with Gift Aid claims and reconciliations</li> </ul>
<b>Duty 5</b>  <b>Measures</b>	<b>Systems Development and Reconciliation</b> <ul style="list-style-type: none"> <li>• Be pro-active in identifying areas for improvement and offering solutions to problems</li> <li>• Make suggestions and assist with the implementation of agreed improvements to current processes and systems</li> </ul>
<b>Duty 6</b>  <b>Measures</b>	<b>General requirements</b> <ul style="list-style-type: none"> <li>• Manage own workload effectively</li> <li>• Proficient using Microsoft Office and, in particular, advanced Excel skills</li> <li>• Look to improve financial systems to achieve a high level of professionalism at all times</li> <li>• Be self-servicing in terms of office administration</li> <li>• Be committed to, and actively involved in, excellent customer service and best practice for all internal and external communications.</li> <li>• To receive supervision and appraisal and be committed to own development</li> <li>• To be committed to and work within Broadway policies and procedures</li> <li>• Undertake any other tasks as deemed appropriate by your Line Manager</li> </ul>