

# BROADWAY

## Job Description

Job title: Finance Manager  
Reports to: Chief Executive  
Responsible for: Project Finance Coordinator, Finance Assistant  
Hours: 37.5

## Main purpose of role

To support the financial sustainability of Broadway, through sound financial governance of the charity and its commercial subsidiary

## Key responsibilities

- Produce regular and timely financial reporting data
- Process income and expenditure transactions
- Achieve a successful audit annually
- Run monthly payroll
- Systems development and reconciliation
- Manage the Finance Department
- Be part of Broadway's Senior Management Team

<b>Duties &amp; Measures</b>	<b>Job objectives and outcomes</b>
<b>Duty 1</b>  <b>Measures</b>	<b>Produce accurate financial reporting data in a regular and timely fashion</b> <ul style="list-style-type: none"><li>• Liaise with department managers to ensure all relevant financial information is included in regular monthly reporting</li><li>• Prepare quarterly financial reports for presentation to the Board of Trustees</li><li>• Produce monthly management accounts, balance sheet reconciliations, P&amp;L, cash flows, GP and stock reports</li><li>• Provide financial information to team managers to satisfy project/department reporting requirements</li><li>• Oversee reconciliation of company bank accounts</li><li>• Complete quarterly VAT returns, ensuring partial exemptions on expenditure are addressed</li></ul>
<b>Duty 2</b>  <b>Measures</b>	<b>Manage the day to day running of the Finance Department</b> <ul style="list-style-type: none"><li>• Ensure Sales and Purchase Ledger tasks are carried out accurately and on time (including communication both internal and external, statement reconciliation, credit control) providing support where needed</li><li>• Oversee the Finance Assistant, ensuring purchase invoices are coded appropriately and paid in a timely manner</li><li>• Ensure timely payments of all creditor payments</li><li>• Undertake weekly reporting of income and other KPI's as required</li></ul>

	<ul style="list-style-type: none"> <li>• Review, with the Finance Project Coordinator, the financial progress of current stakeholder projects</li> <li>• Lead on communications with external parties such as our auditors, HMRC, pension advisors, insurers, bank, etc</li> <li>• Line manage the Finance Project Co-ordinator and Finance Assistant, including supervision and appraisal, and be committed to employee development</li> </ul>
<b>Duty 3</b>	<b>Manage the year end audit process</b>
<b>Measures</b>	<ul style="list-style-type: none"> <li>• Produce annual accounts to trial balance stage/deliver year end audit pack</li> <li>• Manage the audit process</li> <li>• Assist external audit team with full cooperation</li> <li>• Review and take follow up action in line with any audit recommendations</li> </ul>
<b>Duty 4</b>	<b>Production of monthly payrolls and reconciliation of salary related accounts.</b>
<b>Measures</b>	<ul style="list-style-type: none"> <li>• Liaise with team managers to ensure that all staff rotas, absence records, starter and leaver information has been provided</li> <li>• Maintain Excel spreadsheets to accurately record staff hours, devising new forms and systems as necessary to streamline data capture.</li> <li>• Process monthly payroll through Sage 50 and ensure timely RTI and Pension submissions</li> <li>• Support team managers in responding to and resolving employee queries regarding pay/holidays, etc.</li> <li>• Produce reports relating to wage costs and gross profit</li> </ul>
<b>Duty 5</b>	<b>Systems Development and Reconciliation</b>
<b>Measures</b>	<ul style="list-style-type: none"> <li>• Reconciliation of system reports to actual income figures liaising as necessary with department staff</li> <li>• Make suggestions and assist with the implementation of agreed improvements to current processes and systems</li> </ul>
<b>Duty 6</b>	<b>Senior Management Team</b>
<b>Measures</b>	<ul style="list-style-type: none"> <li>• Actively participate in Broadway's SMT, ensuring financial perspectives are considered in any key decisions</li> </ul>
<b>Duty 7</b>	<b>General requirements</b>
<b>Measures</b>	<ul style="list-style-type: none"> <li>• Help to identify operational cost efficiencies through the procurement of suppliers i.e. energy, stationary etc. reviewing/renewing utility supplies as necessary and monitoring energy use</li> <li>• Manage own workload effectively</li> <li>• Proficient using Microsoft Office and, in particular, advanced Excel skills</li> <li>• Work to improve financial systems to achieve a high level of professionalism at all times</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 the Chief Executive</li> </ul>