

Finance Director

Employer: **Kings Place Music Foundation**

Date: **June 2024**

Department: **Finance**

Responsible to: **Executive Director**

Responsible for: **Senior Finance Manager, Finance Assistant**

Role Objective:

The Finance Director is responsible for the strategic leadership of the Kings Place Music Foundation (KPMF) Finance department. This includes the development, implementation and review of the organisation's Financial Strategy, ensuring all policies and procedures are enforced consistently. The role is responsible for the effective running of the Finance department, strong management of the Finance team, and ensuring timely financial information reaches key stakeholders.

The Finance Director is a key role in the leadership team, working alongside the other directors to drive income growth and leading on creating a 3-year-financial plan to ensure a sustainable future for Kings Place Music Foundation. The role is Trustee facing and plays a crucial role in strategic planning for the venue.

As a Director, the role contributes to the strategic direction, business plans, financial accountability, management, policies and care of staff and the operational effectiveness of KPMF in line with company visions and objectives.

Key Duties

- Providing the company with deep analysis, data and business insight
 - Company-wide budget preparation and ongoing proactive management
 - Reporting to the Trustees on the performance of the charity against the annual budget as approved by the board
 - Communicating financial and non-financial results and associated recommendations to Trustees, management, and wider employee groups
 - Overseeing the preparation of management information and ongoing performance management across the organisation and reporting monthly results
 - Overseeing production of the statutory accounts and their submission to Companies House and the charities commission
 - Preparing a structured programme for and carrying out internal audits and managing the process of annual audits carried out by external auditors
 - Identifying commercial opportunities and driving revenue increases across the organisation
 - Responsible for statutory reporting and compliance (annual accounts, VAT returns, FEU, ONS, etc)
 - Developing and monitoring Finance department procedures and policies
 - Ensuring organisational compliance with established finance policies (PO management, credit management, etc.)
 - Monitoring legislative or other changes (including payroll)
 - Maintaining the company's risk register and ensuring company-wide awareness of its contents
 - Leadership of the finance aspects of major fundraising applications
 - Responsible Compliance, Insurance and non-Employment related Legal Matters
 - Act as landlord contact for ground floor office tenant
 - Annual update of Green & Fortune (catering and events company) partnership agreement
 - Overseeing current Capital Expenditure and plan for future spending
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Finance Director

- Responsible for ongoing development and management of procurement strategy and activity, including oversight of contracts, contractual relationships and contract management

Team Leadership

- To support and lead the Finance team to ensure that they are appropriately motivated and trained and that they carry out their responsibilities to achieve the highest standard of service
- Recruitment, training and development of the Finance team
- Conducting regular one to ones with staff offering support, advice and regular feedback
- Conducting annual performance reviews

Additional Duties

- Act as company Secretary for KPMF & KPMFT
- Ensure that the departmental and organisational annual strategic objectives are met, aligned to a five-year strategic plan and regularly report on progress
- Assisting the Executive Director when required
- Undertaking any other duties as required as appropriate to the grade and role of the post
- To develop, maintain and actively participate in networking groups, to promote Kings Place and its activities
- Contribute to the overall leadership of KPMF as a leading figure in the Senior Management Team, attending weekly and monthly Heads of Department meetings and monthly Directors meetings
- Complying with the KPMF equal opportunities and health and safety policies
- Regularly attend KPMF performances and other events

Requirements:

Essential

- Qualified Accountant (CIMA, ACCA or ACA)
- Experience in a senior finance role
- High level of commercial acumen and awareness
- Excellent people management skills and proven experience of managing a team of staff
- Sound knowledge of financial accounting process and controls with proven experience of working with journals, reconciliations and invoicing
- Strong understanding of technical financial matters
- Self-starter with the ability to work accurately in a busy office environment, meet targets and adhere to critical deadlines
- Strong team player with the flexibility to adapt to changing business priorities in a responsive manner and under pressure
- Excellent experience of pulling together and presenting an organisation's central management and statutory accounts
- Excellent communication and interpersonal skills including the ability to communicate financial information to non-financial colleagues.
- Advanced written and analytical skills with the ability to research, structure and write a variety of documentation
- Excellent advocacy and negotiation skills
- Experience of working in the charity or non-profit sector

Desirable

- Experience of working in an arts or events environment
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Finance Director

- Experience of dealing with the partial exemption accounting for VAT
 - Knowledge of Aqilla web based accountancy system
 - Knowledge of common venue systems such as Artifax and Tessitura
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