

The Spring

Job Description:
FINANCE MANAGER

Revised: January 2025

Hours:	16 – 18 hours per week
Salary:	£35,000 per annum, pro rata
Reporting to:	Executive Director
Responsible for:	Finance Officer Volunteers

PURPOSE

To oversee the finance function of both The Spring and its trading subsidiary company Havant Arts Active (HAA), providing financial management to the organisation and ensuring it is legally compliant, transparent, and achieving business and financial targets.

RESPONSIBILITIES

Financial Management

- Develop, manage and deliver all end-to-end financial processes and procedures ensuring The Spring abides by current legislation and is protected from fraud.
- Work with the Directors to draw up budgets and support budget holders with financial management and reporting.
- Provide projections, reports and data as required to enable the Directors to make informed, data led decisions.
- Be responsible for the timely and accurate preparation of the annual budget, management accounts, cash flow forecasts, trial balance, and information for the auditors, trustees and funders.
- Manage the end of year process including working with the Accountants and Auditors and the timely submission of account to Companies House and the Charity Commission.
- Administer the allocation of restricted, designated and unrestricted funds in line with funders' requirements.
- To efficiently manage the cash flow across both The Spring and HAA.
- Oversee the digital systems including accounting and financial coding systems to meet the reporting needs of the organisation, funders and auditors.

- Connect with wider digital software (Ticketsolve, Hallmaster, EPOS) to ensure smooth financial processes across the organisation.
- Authorise the payment of goods and services for the company.
- Process Theatre Tax Relief claims.
- Monitor, manage and process quarterly VAT claims.
- Manage all aspects of Gift Aid.
- Support the Executive Director to procure and manage necessary insurance.
- Manage the relationship with the bank, PDQ providers and other financial suppliers.
- Ensure PCI compliance is maintained and the training of staff to meet compliance.
- Ensure the fulfilment of all legal and financial procedures required in relation to Companies House and the Charity Commission and other statutory and regulatory bodies.
- Provide budget reports and financial narratives for funding applications and evaluations.
- Monitor developments with finance for the arts and the voluntary sector and to ensure the Directors and the Board are informed of significant developments affecting the business of the company.

Payroll

- Manage all areas of monthly payroll.
- Check entitlement, qualifying status for statutory sick pay, maternity pay, paternity pay and other statutory payments due.

Income generation

- Work with the Directors on the commercial activities of the organisation.
- Work with the Directors to develop new income streams and financial efficiencies through changes in legislation, taxation etc.
- Support the Executive Director on the development and increase of individual giving.
- Support and actively contribute to the wider income generation strategy.

Other Duties

- Work with all staff to ensure The Spring provides an excellent experience for all customers.
- Perform other duties as may from time to time be reasonably required by the Directors and for the needs of The Spring.
- Contribute to and abide by The Spring's policies and procedures.
- Attend regular staff meetings board meetings.

This job description may be subject to review in consultation with the post holder in light of the changing needs of The Spring Arts & Heritage Centre.

PERSON SPECIFICATION

ESSENTIAL ATTRIBUTES

- Demonstrable experience of providing support to or working within accountancy or finance departments, including delivering management accounts, Charities SORP, cash flow management and year end accounting.
- A recognised professional financial qualification.
- Competency with the use of excel for accountancy purposes in addition to experience of using Microsoft packages in an office environment.
- Competency with Sage Accounts and Payroll.
- Demonstrable experience of ring fencing and working with allocating project specific and restricted / designated funds within accounts.
- Excellent communication skills and attention to detail (both verbal and written).
- Ability to manage resources including staffing, in addition to supporting senior managers with financial and budget management.
- A commitment to The Spring's mission, core beliefs and a positive attitude and a 'can do' flexible approach.
- An ability to multi-task, work under pressure and be organised.

DESIRABLE ATTRIBUTES

- Experience and understanding of arts budgets and operations.
- Experience of working within a cultural, arts or heritage environment.