

Finance Manager

RESPONSIBLE TO:	The Director of Finance and Operations
WORKING HOURS:	Full time role. Monday to Friday 10am to 6pm
SALARY:	£34,000 to £38,000 - Salary will be dependent on experience, plus a pension allowance and 25 days Annual leave
LOCATION:	National Youth Theatre, Holloway Road London N7 6LW

About National Youth Theatre

National Youth Theatre (NYT) is a pioneering youth arts charity that nurtures creative expression, personal wellbeing and skills development, engaging thousands of young people around the UK every year aged 11-25 and up to 30 for D/deaf disabled and neurodiverse young people. Established in 1956 as the world's first youth theatre, we have nurtured the talent of hundreds of thousands of young people over the past 65 years. We inspire, nurture and showcase exceptional performers and theatre technicians from Great Britain and Northern Ireland, commissioning brave and relevant new writing and reinterpreting classic stories for our time. Every year we reach out across the country to engage thousands of young people and deliver skills-based courses for members and non-members. We also produce ambitious theatrical productions in leading theatres across the UK and around the world. More information on our programme may be found here www.nyt.org.uk and you can meet our young people and watch how we helped young people stay creative and connected in 2020 [here](#).

Our Culture

At the National Youth Theatre our vision is for a culture that is inclusive, creative and collaborative. We celebrate all the ways we are different and aim to create an environment where everyone can thrive and do their best work. We want our culture to create spaces where young people from around the UK can be together, be brave and create bold work. We ask everyone involved in making each project to approach it with generosity, curiosity, kindness and respect. We believe that we do better work together than we would apart and that our work is richer and stronger thanks to the different backgrounds and experiences that everyone in our company brings. Through our work we want to be connected and responsive to each other, our communities, our industry and the wider world. Whatever your background or wherever you're from, we invite you to support our mission to be a creative force for good at a critical time for young people, our industry and our world.

We are an equal opportunities and disability confident employer and we actively encourage disabled people and people from backgrounds currently underrepresented in our team and the arts workforce to apply. If you require any of this information in another format or have any access requirements to complete your application get in touch on jobs@nyt.org.uk / 020 7561 8661 and

we'll do all we can to help. All disabled candidates who demonstrate that they meet the minimum criteria will be invited for an interview.

The role:

To assist the Director of Finance and Operations in the maintenance of accurate and robust financial records essential to strong and resilient financial management of the National Youth Theatre. Ensuring that financial systems are adhered to company-wide and maintaining key internal financial systems and controls. To be the main point of contact for company-wide finance queries. To assist in the production and analysis of internal and external financial reporting, and the annual budget process. The Director of Finance and Operations role is a 3 day a week position, so you must be able to self-motivate and work independently.

Key responsibilities

- Responsibility for preparation of the monthly management accounts pack
- Assisting the Director of Finance with other internal and external financial reporting requirements, including the year end audit and preparation of the statutory accounts
- managing the website/e-commerce from a finance perspective, including monthly membership subscriptions
- Maintain the general ledger ensuring all journals/purchase invoices/expense claims/bank transactions/petty cash claims are posted on a timely basis
- To collate and submit VAT returns in a timely manner
- To prepare the weekly/monthly payroll in keeping with all relevant HMRC regulations, and managing the organisations pension scheme
- To maintain the sales ledger function including the credit control process
- To prepare payment runs ready for authorisation
- To manage expenses and petty cash, including reimbursing out-of-pocket expenses, issuing floats and recording returns, posting to the accounts system, monthly reconciliations.
- To be the first point of contact for internal and external financial queries
- To manage the bank accounts on a day-to-day basis
- To prepare Gift Aid claims and other tax relief programmes including Theatre Tax Relief
- To support the organisation across all financial aspects of its operation
- To act as a signatory on the bank account

General

- Attend NYT productions and projects including press nights, auditions and courses, educators' events and members events
- Take part in regular staff meetings, membership focus groups and associated professional development activity as applicable
- Undertake any other duties reasonably requested by senior team members as appropriate

Other

DBS:

- In keeping with our Safeguarding Policy, Employment with the National Youth Theatre is contingent upon the receipt of a valid Enhanced DBS Certificate, which NYT can facilitate

Volunteering:

- NYT offers all staff 4 days of volunteering time within a charity or organization that is intended to directly enhance our collective and individual awareness and understanding of the diversity of our programmes

Toil:

- The role will qualify for TOIL in accordance with our staff policy, for hours worked outside agreed working hours to meet the demands of the role

Employee Assistance Programme

All NYT employees have access to an Employee Assistance programme operated by Health Assured.**Person specification**

Essential Experience and Characteristics:

- To have an excellent working knowledge of cloud-based accounting packages specifically SAGE 50
- Previous practical experience of running payroll and dealing with associated queries
- Advanced excel and MS office skills
- A personal commitment to and understanding of diversity, equality and inclusion and its relevance to the workplace
- Highly motivated and well organized, with the ability to work to tight deadlines
- To be able to move from processing day to day transactions to help delivering annual budgets
- Experience of managing both sales and purchase ledgers within a busy organization

Person Specification (continued)

Desirable Experience and Characteristics:

- To be part qualified or working towards an applicable accounting qualification
- Experience of working for an arts organisation and/or youth charity
- Experience of managing and distributing bursary funds
- A working knowledge of cultural/partial exemption in relation to Value Added Tax
- IT systems knowledge would be an advantage
- Experience of compiling financial information to support fundraising applications
- Delivering timely financial information to both internal and external stakeholders
- Experience of working with online memberships or subscription services