

Finance Manager

RESPONSIBLE TO: Finance Director

WORKING HOURS: This is a full-time post working Monday to Friday, 10.00-18.00, with additional hours as and when required to meet the needs of NYT

Main purpose of position

The National Youth Theatre is a world-leading youth arts charity. Established in 1956 as the world's first youth theatre, we have nurtured the talent of hundreds of thousands of young people over 60 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 audition and interview 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 here](#).

The main purpose of the position is to manage the financial processes and records of NYT in an accurate and efficient manner. The Finance Manager will work closely with the Finance Director to provide timely and relevant reporting both internally and externally. The Finance Manager will be responsible for the integrity of the accounting ledgers, together with management of the payroll function.

Key responsibilities

- Manage the smooth and effective running of NYT's financial systems on a day to day basis.
- Prepare monthly management accounts, and, in conjunction with the Finance Director prepare commentary and forecasts.
- Prepare the quarterly VAT return.
- Prepare and run the weekly and monthly payroll (NYT currently has 3 weekly and 22 monthly paid employees), together with the year end P60 process.
- Maintain the fixed asset register.
- Manage expenses and petty cash, including floats and recording returns.
- Post electronic bank transactions and reconcile the bank accounts weekly.
- Manage the payment of suppliers and maintain the purchase ledger, ensuring correct authorisation and coding.
- Issue sales invoices as required, maintaining the purchase ledger and ensuring timely collection of due debts.
- Act as a signatory on the bank account.
- Update departments on a timely basis on income as it is received, especially fundraising income.
- Reconcile balance sheet control accounts on a monthly basis.
- Prepare year end journals, in conjunction with the Finance Director.

- Manage the process of credit card expenditure, including ensuring appropriate supporting documentation is provided and that they are coded in a timely manner.
- Contribute to the reporting requirements of Arts Council England, Office for National Statistics, the NYT capital redevelopment, and other ad hoc reporting
- Work closely with Heads of Department in assisting them to manage their budgets.

General

- To be familiar with and understand the National Youth Theatre business plan and National Youth Theatre programs, projects and events.
- Take part in regular staff meetings and any professional development activity.
- Undertake any other duties reasonably requested by senior team members as appropriate.

Skills

Essential

- ACCA/CIMA Part Qualified.
- Knowledge of Exchequer accounting and payroll and Sage.
- High degree of skill in excel.
- Ability to communicate clearly with non accountants.
- Ability to work independently, as well as part of the wider team across the organisation.
- Excellent interpersonal skills and the ability to establish and maintain positive working relationships.

Desirable

- Knowledge of other accounting software packages.
- Interest in the arts sector.
- Experience of working in the charities sector and/or a membership organisation.

Information

- Location:** The Finance Manager is to be based at the north London home of the National Youth Theatre on Holloway Road.
- Salary:** c£35,000 - £39,000 subject to experience pro rata (London Living Wage), plus pension allowance and 25 days Annual Leave
- Volunteering:** NYT offers all staff 4 days of volunteering time within a charity or organisation that is intended to directly enhance our collective and individual awareness and understanding of diversity for our programmes
- TOIL:** The role will qualify for TOIL in accordance with our staff policy, for hours worked outside ordinary working hours to meet the demands of the role.
- 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.