Job Description – The Cheltenham Trust

Role: Finance Manager

Post No: Full Time, 40 hours pw

Grade: Grade I £34,111 to £38,082

Location: Based at Cheltenham Town Hall and working across all sites

Responsible to: Executive Team

Responsible for: Manage the activity of the Finance Coordinator and Finance Assistants in specified areas of responsibility

Purpose: To support the Executive Team with the production of monthly financial reporting, annual budgets and forecasts. To support the wider management team with business & capital development and new projects

Part A: Day to Day Trust Operations

(i) Business Planning and Business Development: to inform budget setting, commercial decision making and growth

• Assisting the Executive Team to develop baseline budgets for Trust and trading activity, to inform the annual business plan, ensuring the most effective use of Trust resources.
• Applying zero based budget techniques where appropriate
• Ensure budgets are complete and set up correctly in the Trust’s Finance System
• Work with managers to develop appropriate costing and pricing models that can be applied consistently and effectively across all Trust operational areas
• Business Development Group support: Develop business modelling and sensitivity analysis for new areas of activity and areas of planned growth and investment, for both revenue and capital projects
• Support the expansion of trading activity aligned to the Trust’s overall charitable objectives
• Support pricing and contract reviews to deliver sustainable growth plans

Financial Reporting: Management Information, Budgetary Control

Working with the Executive Team and outsourced Financial and Accountancy Services to:

• produce timely and accurate month end budget reports on all Trust activity
• produce management information for key stakeholders including budget holders, Trust Finance Committee, Trading Company Board and external funders.
• continual improvement of management reporting, development of cash flow forecasting and reporting

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Ensure effective financial monitoring and control, monitoring of variances in Income & Expenditure, restricted fund activity, capital projects and reports to external funding bodies.

(iii) Resource Management and Efficiency

To be a key member of the Trust’s Resources Management Group (RMG) to:

- Provide management information and advice to the RMG to deliver efficiency targets
- Monitoring the impact of RMG actions on cashable savings and longer term efficiencies.
- Support the Executive and project team to successfully implement new support service solutions, including financial services, and maximise the effectiveness and efficiency of those solutions over time.

Financial Reporting: Compliance and Resilience

- To lead on the production of the Trust’s annual Consolidated and Trading Company Accounts within an agreed timeframe, working closely with the outsourced Finance and Accountancy Services Provider to ensure compliance with the FRS102 and the Charity SORP.
- Preparing complete and accurate year end supporting documentation for Trust owned processes to satisfy the Trust’s external audit requirements.
- Maintaining appropriate financial control and accounting arrangements for projects and activity which comply with Trust Financial Rules
- Update the Trust Financial Rules as required, and the development of procedures, guidance and training for cost centre managers and budget holders.
- Develop the use of systems and processes for effective reporting and maintaining proper records for assurance purposes
- Ensure the correct accounting and tax treatment of all trading activity, including retail, food & beverage, hospitality, venue hire and tourism commission.

(iv) Team Management and Work Planning

- To develop and deliver an annual Finance Work Plan for the finance team.
- To work with the in house finance team to build the resilience and expertise of the Trust’s finance resources to support commercial activity, growth and enterprise.
- Assist with recruitment, retention, training & development of the team

Part B: Support to Strategic Business and Capital Development

- To support the preparation of revenue and capital development proposals and business cases for the CEO and the Executive Team.
- To support the Executive and Managers in the preparation of the annual plans and forward plans.
• To undertake risk management within the trust’s policy.
• To identify growth and new enterprise opportunities for the trust that deliver value socially, economically and financially.
• To ensure that the trust’s equal opportunities policies are followed.
• To support work with the stakeholders, partners, other agencies and community and voluntary groups to develop the trust.
• To co-ordinate financial support for the enterprise and trading elements of Trust activity.
• To identify, develop and present to the Executive opportunities to develop and expand the activities of the trust and generate income.
• To work with the Executive team and fellow Managers to support development of the Trust’s operations, delivery and outcomes; To lead and contribute to programme and project development working across the trust.
• To research appropriate information to support the development of new business plans.

Part C: Cross Trust Responsibilities

• To work collaboratively with partners and key stakeholder, undertake consultation and collaboration in pursuit of the trusts objectives.
• Uphold the trust’s positive profile at all times adhering to all relevant policies.
• Work effectively across the whole trust through supporting and co-ordinating matrix working, programme delivery and project management.
• Undertake specific project management roles as appropriate to the development of the Trust.
• Meet the strategic objectives of the trust through supporting the delivery of activity plans and strategic outcomes as appropriate to the role.
• Support an enterprise culture across teams at all times through encouraging a positive culture and a business-like approach to all tasks.
• Support the successful development of the trust through staff consultation and involvement.
• Support consultation with key stakeholders and through collaboration with partners.
• Promote a positive and exciting trust wide work ethos in line with the Trust’s values.
Job Specification – Finance Manager

A: Experience

- Working in a financial role with more than 3 years post qualification experience (essential)
- Production of regular monthly financial reports, Budgets and Forecasts (essential)
- Experience of working in an enterprising environment (essential)
- Experience of working in an environment where there is social impact alongside commercial enterprise (desirable)
- Charity experience (desirable)
- Experience of developing financial planning, reporting and control systems in the context of business growth and development (essential)
- Finance Business Partner working with internal & external stakeholders

B: Knowledge, skills and abilities:

- Working with integrated finance systems and business systems in a commercial or trading environment
- Providing routine and project based management accounting information
- Advanced Excel and other financial reporting tools
- Team player, with good communication skills

C: Qualifications:

- Accountancy qualification (CIMA, ACCA or equivalent)
- Educated to degree level – in either a relevant subject or alternatively, significant demonstrable experience in a relative field (3 years)

D: Ability to work to and uphold The Cheltenham Trust Values:

Trust Values

- Considered – each member of staff will consider the reputation of the trust and uphold a professional approach within this post
- Committed – each member of staff will be committed to the charitable objects of the trust and understand their role in achieve these objectives
- Collaborative – each member of staff will work with others across the trust and organisations outside the trust in a professional manner
- Creative – each member of staff will be creative in their approach to problem solving and developing new ways of working to enable the trust to realise its goals
Job Description – The Cheltenham Trust

Role: Finance Co-ordinator

Post No: Full Time, 40 hours pw

Grade: Grade F, £23,398 to £25,951

Location: Based at Cheltenham Town Hall and working across all sites

Responsible to: Finance Manager

Responsible for: N/A

Part A: Day to Day Trust Operations:

(i) Routine Financial Control

• To support the relevant the Finance Manager and cost centre managers with the production of month end reports, including notifying GOSS of any accruals and adjustments which are required, in accordance with Trust financial procedures

• To ensure Trust transactions in areas of allocated responsibility are properly accounted for

• To work with the finance assistant(s) to ensure cash receipting and income allocation across the Trust is properly controlled and accounted for

• To support compliance with the Trust’s Financial Rules and procedures in all relevant areas, including procurement

• To maintain adequate audit trails in all areas of responsibility

• Support the production of year end accounts in accordance with the year end timetable

• Support the annual external audit of the Trust’s accounts

• To act as a point of contact with the Trust’s insurers and brokers, supporting the Facilities Manager with administering claims and tracking actions.

(ii) Culture programme financial support

• To take responsibility for the production and payment of accurate settlements from contracted performances and ticketed events across the Trust, and ensure compliance with Trust contract terms and VAT legislation.

• To manage the Trust’s payments to PRS for live and recorded music
(iii) New activity planning and project support

- To support the Finance Manager and work closely with GO Shared Services finance team Business Partners and the Trust’s Finance Assistant:
  - to provide project and service managers with financial information to support decision making, project reporting and control
  - To produce accurate and complete management information on project and restricted fund activity.
  - To support the Exec Team and fundraising manager with the production of accurate and compliant financial records for reporting to external funders and partners.

Part B: Job purpose – Trust Wide

- The co-ordinator roles are based on generic and specific trust wide responsibilities and operational responsibilities.
- To co-ordinate both the enterprise and charitable elements of trust activity.
- The post holders will support the appropriate Manager in terms of trust wide development, trust delivery and trust co-ordination, policy support and resource support through a period of significant change and development of the Trust.
- To identify, develop and present to the Manager opportunities to develop and expand the activities of the trust and generate income.
- To work with Managers to support development of the Trust’s operations, delivery and outcomes.
- To work with the Managers to research information to support the formulation of plans.
- To work as a team member to co-ordinate operational delivery against delivery plans and day to day business.
- To work collaboratively with partners and key stakeholder, undertake consultation and collaboration in pursuit of the trusts objectives.
- To record performance and maintain appropriate reporting information, evaluation mechanisms and actions plans to underpin the trust’s activity, enable business design and provide information.

Part C: Support to Strategic Development

- To keep in touch with current practice, changes in legislation, identify future trends and recommend service direction to Managers
To support work with the stakeholders, partners, other agencies and community and voluntary groups to develop the trust.

To support the preparation of reports associated the trust for the CEO and the Executive Team.

To support the Managers in managing the performance and evaluation strategy, improvement plan and to meet the key objectives of the trust.

To support the development of the enterprise through managing set budgets, contributing to the creation of surplus and growth strategies.

To support the Managers in the preparation of the annual plans and forward plans.

To undertake risk management within the trust’s policy.

To comply and implement the health, safety and welfare policy and all other trust policies and procedures.

To identify growth opportunities for the trust that deliver value socially, economically and financially.

To ensure that the trust’s equal opportunities policies are followed.
Job Specification – Finance Coordinator

Experience

- Experience of working in a financial accountancy role for 3 years or more
- Experience of working in a charity environment
- Experience of developing financial reporting and control systems to meet the needs of the business and stakeholders

Knowledge, skills and abilities (Essential):

- Experience of working with integrated finance systems and business systems
- Experience of providing routine and project based management accounting information
- Experience of using Excel and other financial reporting tools
- Ability to work with external stakeholders in partnership and build strong relationships
- Team player, with good communication skills

Qualifications:

- Accountancy qualification (AAT or equivalent)
- Educated to degree level – in either a relevant subject or alternatively, significant demonstrable experience in a relative field (3 years)

Ability to work to and uphold The Cheltenham Trust Values:

Trust Values

- Considered – each member of staff will consider the reputation of the trust and uphold a professional approach within this post
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