Finance Manager - P/T
Application Information and Job Description

Application Information

Reports to: Creative Director and Executive Producer
Salary: £32,000 pro rata (0.4). The organisation operates a fair and equal pay policy.
Contract: Fixed Term, 12 months (with potential opportunity for permanent contract).
Part-time (2 days per week). Flexible working is available except for Mondays which are a collective working day for the team (in-person or virtually).
Annual Leave: 25 days (plus 8 statutory bank holidays) pro rata
Working with: FutureEverything Senior Management Team, Producer, Associate Artist, Administrator, external partners, & freelance artists.
Location: working remotely and Manchester city centre (if needed).

Application deadline: 10:00, Friday 6th January 2023

Application process: Please submit the following documents as PDF attachments:
   I. CV - 2 sides A4 max
   II. Cover letter detailing why you are interested in the role, and relevant skills and experience (800 words max)
   III. Equal Opportunities Form*

*All information provided in the Equal Opportunities Form will be treated in the strictest confidence and held separately for reporting purposes. This information does not form part of the selection process.

Please send all the above to info@futureeverything.org by 10:00 on Friday 6th January 2023.

We particularly welcome applications from those with disabilities (both seen and unseen), LGBTQ, and Black and Minority Ethnic candidates, as they are under-represented across the arts and culture sector.

Shortlisted candidates: to be confirmed by Wednesday 11th January 2023 by phone or email (as we receive so many applications, if you have not been contacted by this date please assume that you have not been successful on this occasion)

Interviews: Tuesday 17th January 2023 (preferably to take place in person at our office in central Manchester)
Appointment: candidates will be informed of the outcome by w/c 23rd January 2023

Expected start date: the successful candidate will be expected to take up post w/c February 2023 or with immediate effect.

We will be able to provide feedback for interviewed candidates, upon request. We will not be able to provide feedback on applications from candidates who are not invited to interview.

Access Support
We are committed to ensuring our opportunities are open for people who experience barriers to inclusion. We recognise that you might need additional support to participate in the application and/or interview, whether that is technical equipment, access support or adjustments to the process. If you require any support or adjustments, please contact us on info@futureeverything.org

Job Description

Purpose of role
As Finance Manager you will be responsible for the successful management of the company accounts including monthly finance reporting, P&L analysis, setting annual budgets, and cash flow management. You will also be responsible for the bookkeeping including sales and purchase ledgers, liaison with payroll, VAT returns, along with elements of the company management systems including 365 accounts, Companies House updates, and the organisation’s legal and financial obligations.

As Finance Manager, you will provide support and guidance to the staff to ensure structured, efficient, and progressive financial systems that allows the organisation and individual team members to thrive.

In Brief
● Management accounts & bookkeeping
● Company financial and legal obligations

RESPONSIBILITIES IN DETAIL

Management Accounts:
● Monthly finance report: adjustments to include prepaid income, prepaid expenses, accrued income, accrued expenses
- P&L analysis, reconciliation of balance sheet, Income analysis, setting annual budgets, cash flow management
- Year end accounts, liaison with external financial accountant submission
- Attending quarterly board meetings to report financial progress
- Ad hoc grant applications (financial aspect)

Bookkeeping:
- Sales Ledger management to include: setting up new customers on Sage, raising invoices, monitoring debts and chasing in payments, payment allocations to customer accounts, allocation of income to projects on Sage and excel budgets
- Purchase Ledger management to include: setting up suppliers on Sage, entering invoices and allocating costs to supplier accounts, allocation of expenditure to projects on Sage, creating a monthly BACS run to pay suppliers, allocating bank payments to supplier accounts
- Banking to include: weekly bank reconciliations on Sage, allocating cash receipts/payments to Sage, reconciliation of credit card statements, processing staff expenses
- Payroll to include: liaison with Payroll subcontractor, monthly pension submission, issuing payslips, P60’s, P45’s, managing and monitoring staff holiday accruals and calculating holiday pay
- VAT quarterly VAT returns, calculation of residual VAT

Company Management:
- Preparation of Board of Trustees meetings finance papers and reporting
- Keeping Companies House up to date (directors details and annual confirmation statement)
- Management of company business insurances

Policies and Procedures (working with the Executive Producer & the Administrator):
- Collaborate on the development and updating of financial company policies in accordance with the legal and best practice

Personal Specification

Skills & Knowledge
- An understanding of accounting and accrual based principles
- Must be experienced on Sage 50 Accounts and Sage Payroll software
- Good knowledge of excel

Qualifications
- AAT Level 4 or equivalent qualification
- QBE if experience demonstrates an understanding of the tasks listed above.
Ideal candidate profile

- Minimum of 5 years high level working as a financial manager/co-ordinator
- Excellent written and spoken English
- Eligible to work in the UK
- Enthusiasm for arts and culture sector

About FutureEverything

Established in Manchester, FutureEverything exists at the convergence of art, technology and society. As an award-winning arts organisation with a year-round programme of cultural activity, we've helped shape digital culture locally, nationally and internationally for over 25 years.

Through a curated programme of public artwork, cross-sector collaborations and digital debates, FutureEverything pushes creative boundaries and stimulates new ways of thinking, across a diverse range of sectors, disciplines and audiences. Taking an action-research, artist-led and human-centred approach, we're passionate about bringing people together to discover, share and experience new ideas for the future, creating opportunities to question and reflect on the world around us.

Our work is international from US, Qatar, Singapore to Europe, Russia and Taiwan, and we have worked with prestigious and exciting partners including British Council, Ars Electronica Linz, Onassis Foundation, Sonar, CTM and many more.

Our mission is to push creative boundaries across multiple disciplines, ask challenging questions, and connect wide-ranging audiences with current and future global issues.

Our vision is to spearhead positive societal change and pioneer critical cultural connections using art as a transformative tool.