



WISE CHILDREN  
FINANCE MANAGER

RECRUITMENT PACK

May 2018



### About Wise Children

Wise Children is a new company conceived, created & led by director Emma Rice. It is the beginning of a new chapter and the culmination of the practice and ethos Emma has developed over her unique 30-year career. Committed to a policy of excellence, innovation and diversification, Wise Children will create landmark work with exceptional artists and commit to training a new generation of artists as part of the mission.

Wise Children launched as a Bristol-based Arts Council National Portfolio Organisation in April 2018. We are seeking an experienced, enthusiastic and highly organised individual to join the company as Finance Manager.

Wise Children is committed to equal opportunities, and welcomes candidates from all backgrounds.

**Job Title:** Finance Manager

**Reports to:** Executive Producer

**Contract:** Fixed term

**Hours:** 32 hours per week (equivalent to 4 days)

**Salary:** £32,000 - £40,000 pro rata, dependant on experience

**Purpose of Job:** To create financial systems for Wise Children. To be responsible for the day-to-day financial administration of the company and support the Executive Team in all aspects of financial management, compliance and reporting.

Wise Children is a start-up company, and this is an entirely new role. We're open to creative and flexible approaches to its delivery. For example, if you're an accountant who feels that you could deliver this job in fewer hours alongside an assistant or bookkeeper, we'd be keen to hear from you.

## **RESPONSIBILITIES**

### General

- Develop and maintain robust financial management procedures and controls across the company.
- Responsible for day-to-day financial management, including all book-keeping tasks and record-keeping (Sales Ledger, Purchase Ledger, VAT, Payroll, Banking & Reconciliations, Petty Cash, Foreign Entertainers Tax).
- Ensure weekly and monthly payrolls are processed, including payment of tax / NI liabilities and pension contributions.
- Administrate the auto-enrolment pension scheme.
- Support the annual budgeting process.
- Prepare monthly spend reports for the Executive Team.
- Manage relationships with all financial service providers, including HMRC and relevant banks, managing budgets for charges and commissions and ensuring favourable rates are applied.
- Ensure compliance with external bodies where required.



### Management accounts

- Prepare accurate data to support internal reporting for monthly, quarterly and year-end management accounts.
- Produce quarterly Management Accounts for Board of Trustees / Arts Council.

### Statutory accounts and reporting

- Company Secretarial duties, ensuring compliance with Company and Charity Law.
- Reconcile the ledgers to Trial Balance for auditors, produce Annual Statutory Accounts in conjunction with Auditors and manage the relationship with the external Accountants.
- Act as main point of contact and manage the annual audit.
- Financial aspects of the Trustees Report for the Statutory Accounts, for approval by the board.
- Submit the Annual Report to the Charity Commission.
- Financial reporting to Arts Council as required.

### Productions

- Support the Executive Team in creating production budgets and manage budgets from pre-production to close.
- Theatre Tax Relief claims and administration.
- Reconcile production, education and / or merchandise takings in good time and prepare statements for stakeholders.
- With the Executive Team, monitor settlements and statements from presenters and other external partners regarding production, education and / or merchandise income.

### Development

- Produce budgets and other financial information for funding applications.
- Oversee financial aspects of Wise Children's private giving scheme, including keeping up to date with compliance and industry regulations.
- Manage record-keeping and claims for GiftAid.

This is a guide to the nature of the work required of the Finance Manager. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

## **PERSON SPECIFICATION**

### Essential

- Experience of financial management and reporting in a medium sized charity or commercial entity.
- Proven working knowledge of accounting systems and procedures, including sales and purchase ledgers, VAT, bank reconciliations, fixed assets, year end audits and procedures, compiling of management accounts etc.
- Sound knowledge of payroll and pension procedures.
- A thorough understanding of financial controls.
- Experience of using accounting software.
- Strong Microsoft Office skills (particularly Excel).
- Excellent literacy and numeracy skills.



- Strong attention to detail, with an accurate and analytical approach to all financial matters.
- Good communication skills, with the ability to communicate effectively with a diverse range of stakeholders at all levels.
- Ability to work both independently, using your own initiative, and as part of a team to achieve short and long-term organisational requirements and ambitions.
- Strong sense of responsibility and reliability.
- Open, positive and hands-on approach to tasks.
- Ability to prioritise a complex workload by utilising excellent organisational skills.

#### Desirable

- Accountancy qualification.
- Experience of setting up financial systems for a start-up company.
- Experience of working for a theatre company or other arts organisation.
- Engaged with contemporary culture, particularly theatre.
- Knowledge of the South West of England.

#### How to apply

To apply, please send a CV and covering letter (no more than two sides) along with the following Equal Opportunities Monitoring Form to [office@wisechildren.co.uk](mailto:office@wisechildren.co.uk)

**All applications must be received by 5pm on Wednesday 23 May.**

**Successful shortlisted applicants will be invited to interview in Bristol on Tuesday 29 May.**

If you would like further information, support with access requirements for application or interview, or have any queries about the post, contact Poppy Keeling, Executive Producer:

[poppy@wisechildren.co.uk](mailto:poppy@wisechildren.co.uk).



## Equal Opportunities Monitoring Form

### Monitoring of recruitment practices

Wise Children is committed to being an equal opportunities employer. We are asking you for the following information in order to monitor the effectiveness of our equal opportunities and diversity policies. The information you supply will be detached from your application and used for monitoring purposes only. It will not form part of the selection process. Submission of this form indicates your explicit consent that your data may be processed in accordance with the provisions of the Data Protection Act 1998.

**Post applied for:** Finance Manager

**Date of birth:**

**Gender:**  Female  Male  Non-binary

**Please tick the box which you feel best describes the ethnic group to which you belong:**

White:

- British
- Irish
- Any other White background

Black or Black British:

- African
- Caribbean
- Any other Black background

Asian or Asian British:

- Asian Bangladeshi
- Asian Indian
- Asian Pakistani
- Any other Asian background

Dual Heritage:

- Asian and White
- Black African and White
- Black Caribbean and White
- Chinese and White
- Any other background from more than one ethnic group

Chinese or Chinese British:

- Chinese

Any other ethnic group (please give details):

Prefer not to say

**Do you consider yourself to have a disability?**

Yes  No  Prefer not to say

**If yes, please explain:**

As defined by the Equality Act 2010 a disability is “a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.”

**If invited to interview, do you have any special requirements? If yes, please give details:**

**Should you not wish to supply the above information, please tick the following box:**