

### Job Description

Job Title:	Finance Manager
Organisation:	Cheltenham Festivals
Salary:	Circa £31,000 per annum depending on experience
Location:	109 – 111 Bath Road, Cheltenham , GL53 7LS
Responsible to:	Director of Finance
Responsible for:	Finance Assistant
Working arrangements:	Some evening and weekend work required. No overtime paid but time in lieu
Holiday:	25 days per annum. The holiday year is January to December

### Background Information and Job purpose

Since the launch of the Music Festival in 1945 and the Literature Festival in 1949, Cheltenham has been at the forefront of contemporary British culture. The Jazz festival was introduced in 1996 and the Science Festival in 2002. The Literature Festival is the largest of the four festivals.

Cheltenham Festivals raises approximately 50% of its income from fundraising activities and 50% from ticket sales.

Cheltenham Festivals is a company limited by guarantee and is a registered charity. The Board of Directors, who are also the Trustees, are elected by the members of the company. They include the Chair of each of the festival advisory committees. The Board meets four times per year and is chaired by Diane Savory.

The Senior Management Team is collectively responsible for the executive management of the organisation and comprises the Director of Festivals, Director of Education, Director of Finance, Director of Development and Marketing and Director of HR and Operations.

### The Role

To be responsible for controlling all aspects of day to day financial processes for both Cheltenham Festivals and its trading subsidiary, CF Productions across sales and purchase ledgers, cash books, bank reconciliations, payroll and the Tessitura User Group.

## Detailed job description

To be responsible for all aspects of the Pegasus sales ledger i.e.

- Raising sales invoices including liaison with fundraising re purchase orders
- Debt collection in a timely manner
- Monitoring and helping the fundraising teams with collection of sponsorship, grants and donations

To manage, via the Finance Assistant, all aspects of the Pegasus purchase ledger system i.e.

- Processing of purchase invoices for Cheltenham festivals in a timely manner
- Reconciliation of supplier statements
- Preparing payment runs (BACS and cheques) to be authorised by the Director of Finance
- Purchase ledger reconciliation

To be an administrator for the Pegasus system i.e.

- Setting user rights
- New account set ups
- Help the Director of Finance in training the rest of the organisation

To manage and review monthly payroll processing on Pegasus including expenses and creating the payments for sign off by the Director of Finance.

Assisting in month end accounts procedures including reconciliations, journals, intercompany reconciliations and Pegasus query reports (via XRL)

To be the financial administrator on the Tessitura system covering

- Setting up account codes
- Collection of Direct Debits through Tessitura
- Dealing with box office queries
- Review of festival event set up on Tessitura

To line manage on a day to day basis the Finance Assistant

To prepare the quarterly VAT returns for review by the Director of Finance ensuring VAT coding is correct on all purchase and sales activity

To prepare regular Gift Aid returns for review by the Director of Finance

To prepare the FEU and EU Sales returns to HMRC for review by the Director of Finance

To be responsible for control over the cash books for all bank accounts i.e.

- Business Charge Card reconciliation / cover for processing Credit Cards
- Bank transactions input
- Bank reconciliations

To prepare weekly cash flow forecasts

To help the Festival teams with their petty cash control during Festivals

To administer the petty cash for the office

To support the Director of Finance in the preparation of year end accounts

The Finance Manager is a key member of the Tessitura User Group alongside the Tessitura System Manager, Box Office Manager and members of the marketing and development teams .

Collaboratively this user group will :-

- Assess, test and implement updates.
- Seek to constantly extend and refine use of the Tessitura system to support the ongoing aims and objectives of the organisation.
- Ensure that all new members of staff receive appropriate and timely Tessitura training.
- Ensure that the Tessitura documentation is kept up to date.
- Generally ensure the smooth and efficient running of the system.
- Explore ways to provide ongoing enhancements to services offered by the website.
- Establish and maintain appropriate audit procedures.
- To report system problems and bugs to the system supplier and ensure the smooth running of the web site ticket sales.

### **General management**

The Finance Manager will:

- Be responsible for ensuring the health and safety of the team and yourself by following safe systems of work, and by meeting the requirements of the health and safety policy.
- Ensure that the Festivals equal opportunities policies and other policies are followed and actively practiced within their team.
- Participate in Cheltenham Festivals' agreed performance appraisal system, use and proactively ensure the team use the data systems and management systems in place, currently Tessitura and Artifax.
- Ensure you are up to date in your area of specialism including new developments

The post-holder may be expected to take on other responsibilities and tasks as the strategy and Festivals develop (in consultation with the post-holder).