

JOB DESCRIPTION – Finance Manager (part-time)

Job title	Finance Manager
Salary	£35,000 to £40,000 per annum pro rata, based on experience
Location	Rich Mix, 35-47 Bethnal Green Road, London E1 6LA Hybrid working available, with 50% office-based working over a 2-week period
Position reports to	Head of Finance
Contract type	0.6 FTE – 0.8 FTE, part time, permanent
Hours	21-28 hours per week between the hours of 9am – 6pm, excluding one-hour per day for lunch
Annual leave	25 days per annum, rising by one day per year of service to a maximum of 30 days, plus 8 bank holidays, both pro rata.
Probation period	Three months
Start date	June 2022
Notice period	Two months' notice in writing on either side on successful completion of probation
Deadline for applications	Thursday 19 May, 12pm
Interview dates	Week commencing 6 June 2022

ABOUT RICH MIX

Rich Mix is a dynamic arts centre and creative hub in the heart of Shoreditch in east London. Launched in 2006, we connect some of the city's most adventurous and diverse audiences to a vital, exciting and ambitious programme of contemporary culture.

Our wide-ranging programme consists of around 400 events every year and includes live music, performance, dance, spoken word, theatre and exhibitions as well as new release studio and independent cinema across our three screens. Through our learning and participation programmes, we develop and facilitate the creative potential of young people and wide-ranging communities from across east London.

Our diversity extends beyond our daily programme of events. A Shoreditch landmark, our building provides a home for some of the city's most socially progressive and innovative creative businesses with more than 20 resident organisations employing more than 200 people.

We are a National Portfolio Organisation of Arts Council England, and its investment allows us to broaden the scope, scale and ambition as well as the diversity of our programme.

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Prior to the COVID-19 pandemic we generated around 80% of our annual turnover through cinema ticket sales, space hire, tenancies to creative, and charitable organisations, and bar revenue. Rich Mix was successful in securing funding from Arts Council England's Emergency Fund and DCMS Cultural Recovery Funds to support its activities through the pandemic.

With the ending of restrictions on indoor activity, Rich Mix re-opened fully in January 2022 with the launch of our Live programme, Re-Rooted, a programme of music, spoken word, talks, visual art and more, running until April 2022. New season planning is currently underway. A full Cinema programme of blockbusters, independent films and film festivals is running alongside a wide-ranging Creative Engagement programme.

We also completed the first phase of our capital project plans funded by the Mayor of London's Good Growth Fund. Our revitalised first floor includes a Cinema Bar, artist green room, exhibition space and Creative Engagement space which opened in February 2022.

Rich Mix currently operates a hybrid working policy with office-based staff required to work 50% of their time in the building.

richmix.org.uk / @RichMixLondon

PURPOSE OF THE ROLE

This is a new post supporting the Head of Finance, CEO and Executive Team in the overall management of the financial activities of Rich Mix Cultural Foundation ("The Charity") and its trading subsidiary, Rich Mix Cultural Enterprises Ltd ("The Enterprise"). The **Finance Manager** is responsible for ensuring the integrity and accuracy of the financial records and supports budget holders in fulfilling their budgetary and financial management responsibilities.

We are currently reviewing our internal control framework and processes to streamline them and improve efficiency. Further work is required in this area and the Finance Manager will have a key role in supporting the Head of Finance in delivering and implementing the changes.

KEY RELATIONSHIPS

Internal: Head of Finance, Finance Officer, CEO, Deputy CEO/Head of Marketing & Communications, Head of Events & Production, Head of Cinema & Operations, Producer, Visitor Services Manager, Creative Engagement Manager, Senior Building Officer, Development Manager, Box Office Manager, Executive Coordinator, Board of Trustees

External: Auditors, Stakeholders, Funders, Payroll and Pension Suppliers, Workspace Residents, Suppliers and Contractors

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RICH MIX CULTURAL FOUNDATION
CHARITY NO: 1089163 / COMPANY NO: 4293133
35-47 BETHNAL GREEN ROAD, LONDON E1 6LA



KEY RESPONSIBILITIES

Financial management

- Ensure that all routine financial operations are undertaken effectively and on a timely basis, and that proper and comprehensive accounting records are maintained in accordance with best practice.
- Manage and supervise month-end processing, including weekly bank reconciliations and monthly reconciliations of inter-company and control accounts, resolving any differences and preparing and posting journals.
- Oversee the payroll function, in liaison with MP Payroll, to ensure that such returns and remittances as are required by HMRC are performed on a timely basis.
- Follow procedures for allocating the costs and revenues between the Charity and the Enterprise.
- Prepare VAT returns and ensure returns are submitted accurately and on time.
- Provide financial advice to and deal with queries from colleagues, members of the public and external organisations in a helpful, timely and customer focused manner.
- Liaise with external organisations as necessary (e.g. external auditors, bankers, etc.)
- In conjunction with the Head of Finance, contribute to the continuous process of reviewing and updating financial systems and procedures.
- Ensure that all the necessary controls are in place to safeguard and account for all stock, box office receipts and cash income.
- Provide reconciliation and analysis of bar takings.
- Deputise for the Head of Finance in their absence.

Financial reporting

- Prepare monthly management accounts for the Charity and Enterprise for review by the Head of Finance.
- Assist the Head of Finance in the preparation of budgets.
- Forward monthly Actual vs Budget reports and supporting transaction lists generated by Sage to Budget Holders.
- Support Budget Holders in managing their budgets, including meeting with Budget Holders to discuss out-turns.
- Assist the Head of Finance in the preparation of cashflow forecasts.
- Compile financial information for inclusion in contracts, grant applications and end of year final claims and returns.
- Provide information for statutory and non-statutory returns including statistical returns.

General

- Undertake any other duties commensurate with the status of the role and in keeping with its overall purpose, as requested by the Head of Finance and/or the CEO.
- Attend a range of Rich Mix events.

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- Ensure Rich Mix's policies as outlined in the Staff Handbook, including Equality, Diversity and Inclusion and Environmental Policies, are implemented and reflected in all aspects of the work.
- Actively contribute to Rich Mix's culture of diversity and inclusivity.

PERSON SPECIFICATION

Essential skills, knowledge and experience

- At least two years' experience in a similar role
- Excellent written and oral presentation and communication skills
- Methodical and accurate with a high level of numeracy
- Experience of processing VAT and understanding of PAYE
- Ability to manage multiple projects and deliver to tight deadlines
- Ability to work on own initiative and as part of a team
- A demonstrable commitment to the principles of diversity and inclusion and Rich Mix's values and vision
- Excellent IT skills, specifically Word, Excel and accounting software

Desirable skills, knowledge and experience

- Part qualified ACCA, CIMA or fully qualified AAT
- Experience of SAGE 200 accounting software
- Experience of initiating, planning and developing areas of work
- Experience of co-ordinating a finance function within the charitable/arts sector
- Enthusiasm for Rich Mix's activities and programme and a keen interest in the work, mission, vision, and values of Rich Mix
- An understanding of the arts and cultural sector

PLEASE NOTE

This job description reflects the requirements of Rich Mix in April 2022. The role and duties of the post are subject to change in line with the future development of the organisation. Rich Mix reserves the right to make such changes as are necessary after any changes required have been discussed with the post-holder.

HOW TO APPLY

Please complete an **Application Form** and **Equal Opportunities Monitoring Form** and send to Joanne Williams, Executive Coordinator, at recruitment@richmix.org.uk by **Thursday 19 May, 12pm (midday)**. Please ensure you include 'Application: Finance Manager' in the subject heading of your email. There is no need to send a CV, cover letter or other supporting documents. We aim to respond to all applicants via email.



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We actively encourage people from a variety of backgrounds with different experiences, skills and perspectives to join us and influence and develop our working culture. We are particularly keen to hear from people of colour and candidates who self-identify as disabled.

If you would like this in a different format, please contact recruitment@richmix.org.uk.

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