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| Role Profile  Head of Finance | | | |  | | |
| Role Title : |  | Head of Finance | | | |
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| Hours of Work: |  | 35 Hours per Week | | | |
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| Salary: |  | £45k - £50k depending on experience | | | |
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| Wales Millennium Centre has been significantly impacted by the Coronavirus pandemic, having to shut its doors in March 2020.  Our building remains shut, but we are hopeful that we will reopen in the not too distant future and be able to generate commercial revenues once more.  We have received emergency funding to help us survive this crisis, and help us to deliver on our objectives, despite the lack of any commercial revenue.  Whilst the impact of the Coronavirus pandemic has resulted in the closure of our theatre and building, we are working hard behind closed doors to keep the arts alive, and preparing for reopening.  WMC is a home for the arts in Wales, and a cauldron of creativity for the nation. We fire imaginations by curating world-class, critically-acclaimed touring productions, from musical theatre and comedy to dance, cabaret and an international festival. We kindle emerging talents with fresh, provocative and popular pieces of our own, rooted in Welsh culture. And we ignite a passion for the arts in young people with life-changing learning experiences and chances to shine in the spotlight.  **We are Wales Millennium Centre. Fire for the imagination** | | | | | |
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| Primary Purpose **:** |  | The Arts sector has been significantly impacted by COVID-19, this has required a fresh look at our practices and the need to continuously change the way that the Centre operates.  This role will be key in leading and supporting initiatives which will improve efficiency and enable the Centre to achieve its vision.  Wales Millennium Centre is one of the most successful Arts organisations in the UK. This success is built on a solid business model which has enabled the Centre to increase its creative ambition. The role of the Head of Finance is key to ensuring the stability of this model and driving value through all of the Centre activities.  As Wales’ national arts centre, our vision is to ‘Inspire our Nation and Impress the World’. We will:   * create innovative work that showcases Wales to the world * we will raise the aspirations of every young person in Wales * we will be accessible to everyone in Wales * we will be celebrated as a world leading performing arts centre.   We aim to provide the environment, which encourages all of our people to flourish and to grow creatively towards this vision.  Finance is a key enabler to the organisation delivering on its ambitious goals.  The Finance team leads on matters relating to risk and finance at the Centre. We develop processes and procedures that allow the Centre to operate effectively and efficiently, whilst minimizing risk. The finance team aims to provide a value added service through the production of accurate and timely financial information, analysis and effective finance business partnering.  Responsible to the Finance & Corporate Services Director, this role is responsible for providing technical and professional leadership in the planning, development and evaluation of the Centre’s financial policies and systems. This will also include the strategic financial planning and budgeting aimed at ensuring prudent management and control of financial resources. | | | |
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| Specialist  Accountabilities : |  | 1. Line Management - Responsible for transactional, financial and management accounting teams. You will coach, mentor, develop, motivate & inspire a small finance team ( approximately 5 individuals). 2. Budgets & Reforecasts - Lead the preparation of annual budgets, and quarterly forecasting, monitoring the performance of actual against budget results, interpreting cash flows, predicting future trends and advising accordingly in formulating strategic and long-term business plans. As part of this process, ensure the reserves position is clearly documented and reported. 3. Financial Records and Reporting - Maintaining key financial accounting records and systems and interpreting financial information making this information user friendly for Centre staff.Oversee the month end process, be responsible for the accurate completion of monthly financial reports for internal & external assessment. Produce accurate quarterly reports for the Board of Trustees to specified deadlines. Ensure that legal entity compliance in maintained. 4. Process Improvements - Regularly review current processes, policies and procedures to ensure finance operate efficiently & effectively, and in accordance with current legislation. Automate processes where possible. 5. Statutory Reporting & Compliance - Manage the information reporting and other statutory requirements, including Annual Statutory Accounts, Corporation Tax and Internal Audits. Oversee all related HMRC tax compliance, approving all VAT, Gift Aid and TTR returns and corporation tax submissions. 6. Strategic Projects - Prepare and/or review and approve financial information for any strategic projects, and closely monitor income, expenditure and critical success factors / KPIs against business case. 7. Business Model Monitoring & Performance - Support the Finance & Corporate Services Director with monitoring the performance of the business, reporting on trends and performance analysis. Review analysis of BAU activities monitor performance of projects in order to ensure progress towards stated goals and objectives and escalating any concerns in a timely manner. 8. Financial Awareness & Control - Proactively drive financial awareness in the business to ensure 1) compliance with financial processes and procedures and 2) sound financial management by budget holders. Provide final payment authorization for payroll and supplier payments. Represent finance in leadership meetings with other functional heads. 9. Cashflow & Investment Management - Management and reporting of the Centre’s cashflow, investments and deposits, taking into consideration working capital and future investment plans. 10. Professional advice and technical guidance - To business managers in the management of their function by assisting in the understanding of financial information. In identifying and evaluating financial risk factors in all WMC programming and activities, ensuring internal controls are functioning effectively to mitigate against any risk that may arise. To the Finance & Corporate Services Director on policy matters related to financial compliance of statutory and legal requirements as well as overseeing the interpretation and implementation of government policies related to the management of funds. 11. External Relationships - Developing external relationships with appropriate contacts, e.g. ACW, auditors, solicitors, bankers and statutory organisations such as HMRC. 12. Banking - Authorised bank signatory, with limited access. 13. Business Partnering as required - Send out month end reports to allocated budget holders and make any adjustments to the management accounts in line with month end processes. Issue budget holders with final month end numbers. Produce, in consultation with business area, clear, concise and accurate variance explanations for inclusion in the management accounts pack. Where processing issues are identified, work with the business area to establish and rectify root cause of the problem. Cover business partnering with other business areas, as required, for example to cover absence or vacancies. 14. Cover - Deputising for the Finance & Corporate Services Director as and when required. Provide cover for finance management team during periods of absence e.g. holiday/sickness/conferences, etc. and support during busy periods. 15. Ad hoc duties - Any other duties as may be reasonably required, commensurate with the grade and general level of responsibility. | | | |
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| Generic  Accountabilities: |  | 1. People Management– Work with finance management team to create a high performing finance team. Performance manage as required. Ensure finance team are developed via coaching, in-house and external training, as appropriate. 2. Resource Management – Ensure appropriate technology and resources are used to ensure optimum performance of the team. 3. Financial Management – Ensure budget is agreed to ensure department objectives can be delivered. Be accountable for your department’s income generation and spend, and communicate any variances from budget in a timely manner. Identify financial risks and opportunities promptly. 4. Drive Continuous Improvement – drive continuous improvement across the organization. Continually review processes and procedures to ensure that the department and business is operating efficiently and effectively. 5. Promote & embed our brand and our values – provide a consistent culture across the organization by living & role modelling our values. 6. Risk & Compliance – Ensure that your department is compliant with all policies, procedures and legislation, identify and communicate to Senior Leadership Team any identified risks and ensure BCP procedures are in place. | | | |
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| Success Measures : |  | *Success against annual objectives & targets*  *Staff/Customer Satisfaction (360/Surveys)*  *Continues progress against KPI’s*  *Achievement of Corporate Objectives / KPI’s* | | | |
|  | **This role profile sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.** |  | | | |

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| What We Are Looking For…  Head of Finance | |
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When preparing your written application you will need to provide evidence for the following essential and desirable competencies. In considering each, please use an example of where you have done this previously, either in a work or other situation.

A. Responsibility

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | Ability to plan, prioritise work load and delegate. | x |  |
| 2. | Strong analytical and evaluation skills, with attention to detail. | x |  |
| 3. | Ability to communicate financial information clearly to non financial teams. | x |  |
| 4. | Excellent relationship management skills and ability to build and maintain working partnerships, both within finance, across the business & externally. | x |  |
| 5. | Computer literate & significant knowledge and experience in use of spreadsheets. | x |  |
| 6. | Organised, but highly adaptable. Thrives on change within a fast-paced environment. | x |  |

B. Knowledge

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | Experience of managing people *(e.g. induction, development, appraisal, performance management, conflict management, motivation)* & projects. | x |  |
| 2. | Accounting qualification (ideally ACA) with a minimum of 3 years PQE. | x |  |
| 3. | Strong accounting skills in both manual & computerised accounting systems. | x |  |
| 4. | Knowledge of accounting and payroll packages. | x |  |
| 5. | Knowledge of Sage X3 & Snowdrop software systems. |  | x |
| 6. | Knowledge of the Arts and/or third sector. |  | x |
| 7. | A recognised payroll qualification obtained through CIPP or equivalent recognised payroll body. |  | x |
| 8. | Minimum of 2 A Level’s A-C grade (or equivalent). |  | x |
| 9. | Minimum of 5 GCSE’s Grades A – C to include English and Mathematics. |  | x |

C. Values

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | To embed and to promote the values within role, and the team. | x |  |
| 2. | Experience of collaboration with internal teams and other stakeholders. | x |  |
| 3. | Proactive, ambitious, and committed to a high standard of work | x |  |
| 4. | Great team ethic, collaborative, willing to coach and to learn | x |  |
| 5. | Accountable for own work and that of the team | x |  |

D. Communication

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | Enthusiastic, with a can do attitude and a desire to succeed. | x |  |
| 2. | Ability to work on own initiative and as a team to meet demanding deadlines. | x |  |

E. Welsh Language

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | The ability to speak Welsh |  | x |
| 2. | The ability to listen and understand conversations in Welsh |  | x |
| 3. | The ability to write in Welsh |  | x |
| 4. | The ability to read Welsh language material |  | x |

**Please sign and return a copy to the HR Department to confirm that you are happy with and understand the expectations of your role. Thank you.**

**Employee Name:………………………………………**

**Employee Signature:……………………………………….**

**Dated:……………………………………………….**