

Finance Director

Detailed Job Description

Job title:	Finance Director (permanent part-time)
Salary:	Pro rata of £57,000 - £63,000
Benefits:	28 days' annual leave (incl. Bank Holidays) plus Winter closure Pension Scheme
Location:	London, with partial remote working possible
Reporting to:	Managing Director

Purpose of the job

To ensure sound financial control and effective management of BADA's resources and reserves and compliance with relevant statutory regulations. The Finance Director works closely with the Executive of BADA (Managing Director and Dean) and provides financial guidance to the Executive and the Board of Trustees to ensure that BADA's financial commitments are met.

Duties and Responsibilities

The duties and responsibilities of the Finance Director are varied and wide-ranging and include but are not limited to

Accounting:

- Maintain day to day accounting records;
- Post supplier invoices to their appropriate expense code;
- Ensure that suppliers are paid promptly and that all payments are recorded on the supplier account;
- Maintain debtors ledger as appropriate for rental invoices and other income and ensure that receipts are properly recorded;
- Post all other bank payments and receipts ensuring correct nominal ledger classification;
- Reconcile all bank accounts on a monthly basis;
- Post the monthly payroll journal
- Download credit card transactions, match to receipts, and post to ledger
- Prepare and post journals as required to record the income from programmes;
- Prepare and post all appropriate year end journals and reverse the same as required.

Financial reports:

- Prepare termly management accounts forecasting the outturn for the financial year;
- Investigate and explain any significant variances;
- Present reports at F&GP and Trustee meetings and answer questions as needed;

Audit and Statutory

- Oversee the annual audit, providing audit backup and support as requested

- Liaise with the auditors both before, during and after the annual audit dealing with all queries, and preparing the responses to the Audit Findings Report.
- Prepare year end statutory accounts and supporting detailed working papers for the auditors for their annual audit;
- File the annual confirmation statement at Companies House;
- File the statutory accounts with the Charities Commission and the associated annual return;
- Update Companies House and the Charities Commission for changes in trustees;

Payroll:

- Prepare the monthly payroll and send to external payroll provider for processing;
- Prepare the monthly summary and payroll journal for approval by the Managing Director prior to the processing of salary payments;
- Ensure that salary payments are set up to be paid on the 28th of the month or sooner should the 28th fall over a weekend or bank holiday;
- Ensure that all sums due to HMRC with regard to PAYE/NIC are paid in full by the due date;
- Confirm right to work for all new employees;
- Ensure that all new employees complete the HMRC new starter checklist and that their pay details are properly processed;
- Maintain the Central Record for all permanent staff and faculty;
- Issue reference requests for new employees;
- Review employment contracts to be issued to new employees;
- Calculate accrued holiday payments for any leavers
- Arrange DBS checks as required;
- Maintain pension records with NEST, updating for joiners and leavers as appropriate;
- Ensure that employee and employer pension contributions are paid over to NEST or other staff personal pension scheme within the prescribed timeframes.

Bank accounts:

- Maintain the relationship with BADA's banks;
- Ensure that all payments via BADA's bank are approved by dual signatory;
- Complete the transfers forms for payments to US contractors and other US suppliers;
- Oversee investment of excess funds ensuring best available interest rates
- Arrange transfers between bank accounts as and when required;
- Update banking mandates as and when required.
- Work with US Summer programs coordinator to reconcile US bank receipts

Budgets:

- Prepare the overall annual budget for approval by the Board;
- Prepare detailed budgets for each programme in liaison with programme directors;
- Advise on the appropriate student fee for the summer programmes.

Partner Institutions

- Prepare and agree annual programme budgets in liaison with partner institutions;
- Prepare annual financial statement of London Theatre Program in accordance with the agreement and confirm with partner institution;
- Ensure that all financial obligations as defined in formal agreements are adhered to;
- Provide financial input into the renewal of agreements.

Faculty and masterclasses

- Maintain records to record that all faculty have returned a signed copy of their contract and that all faculty fees are invoiced in accordance with their contract;
- Record all faculty contracted on the Central Record;
- In conjunction with Programmes and Recruitment Manager, perform right to work checks on all new faculty;
- Co-ordinate Faculty training as needed
- Arrange DBS checks for all faculty as needed;
- Work with Programmes and Recruitment Manager to ensure Faculty are contracted as per budgeted rates and invoices received agree to contract;
- In conjunction with Programmes and Recruitment Manager, ensure fee remitted to all professionals contracted for masterclasses and Q&As is in accordance with contract.

VAT

- Prepare and submit quarterly VAT to HMRC via MTD within prescribed timeframes;
- Remit payment due to HMRC within prescribed timeframes.

Rental income

- Prepare rental invoices for tenants as required;
- Ensure tenants remit their rent in accordance with their sublease;
- Calculate the appropriate service costs recharge. Prepare and submit to tenant the invoice for the reimbursement of the service charge and ensure settlement.

External rooms and theatre

- Arrange and agree contracts for student accommodation in London as determined;
- Arrange and agree contracts for the accommodation of students on BADA's summer programmes at Oxford. Review final invoices provided by the relevant College on completion of the programme and arrange settlement of the same.
- Arrange and agree contracts for the hire of any external space as determined;
- Arrange and agree contracts for the hire of external rooms for the summer programmes in Oxford;
- Review contracts for the hire of theatre space for the end of semester and ensure that the sums invoiced are in agreement with the same.

Other:

- Review financial considerations for contracts and agreements that BADA may enter into from time to time;

- Attendance at all F&GP and Board meetings;
- Preparation of ad hoc reports for the Executive and/or Board of Trustees as and when required;
- Review the system of financial control and ensure all controls are suitable for purpose and properly adhered to;
- Maintain the fixed asset register;
- Review contracts for the provision of utilities and other services and quotes for maintenance work to ensure value for money;
- Liaise with BADA's insurance brokers for the renewal of the annual insurance policies and ensure that all policies provide adequate cover and address all risks that BADA may be subject to;
- Oversee BADA staff credit cards, ensure appropriate usage and match payments to support
- Support Programme leads on smaller summer programmes in ensuring appropriate bookings have been made and paid for.
- Anything else that arises from time to time which requires financial evaluation / input.

Essential Experience

- Qualified ACA or ACCA.

Essential Skills, Knowledge and Attributes

- Excellent attention to detail and problem-solving skills
- Ability to meet deadlines
- Ability to work independently and collaboratively
- Ability to multitask
- Excellent time management skills
- Excellent interpersonal, listening and communication skills, both orally and in writing

IT/Training

- High skill level with relevant accountancy software
- Confident with general IT tasks and good working knowledge of standard Microsoft software
- Willingness to undertake further training as required

Personal qualities

- High level of personal integrity, absolute trustworthiness and ability to observe confidentiality
- Calm, professional and approachable manner
- Ability to work under pressure whilst managing a potentially unpredictable workload
- Self-motivated and flexible team player who enjoys being part of a small team in a busy student-focussed environment

Desirable

- Experience working in an education environment
- An understanding of foreign exchange
- A keen interest in theatre

Working Hours

- Part-time, 4 days a week
- Willingness to work occasional evenings to attend trustee meetings

BADA is a well-established, small, rigorous and inclusive theatre training community. All staff are expected to work together in a positive and collaborative spirit, and to share a deep commitment to our vision to enable US and other international students to participate fully in our courses, irrespective of barriers they may face linked to ethnicity, class, disability, gender, sexuality, socio-economic status or any other disadvantaged characteristic.

Candidates must have the unrestricted right to live and work in the UK.