

Role Description

Role Title: Arts & Entertainment Finance and Business Manager

Location: Yeovil

Grade: 7

Main purpose

To be responsible for and to assist the Arts & Entertainment Venues Manager in providing efficient financial administration for The Arts & Entertainment Service that includes The Octagon Theatre and Westlands Entertainment Venue supporting the service to achieve financial targets. Supporting the Arts & Entertainment Manager with the development of income generation and cost reduction across the service.

Key tasks

Grade 7

- To ensure day to day financial procedures are exercised and that the Council's financial regulations are complied with, including record management
- Prepare financial statements, reports and forecasts, including A&E service budget forecast, and reports as required for completion of end of year financial closedown.
- Prepare Settlement Statements, reconcile and authorise payments accordingly for performances, events and activities.
- Advise on the preparation of the Arts & Entertainment budgets and provide a financial advisory service to the Arts & Entertainment Management Team, and Support Services finance team.
- Monitor contractual matters and liaise with the Arts & Entertainment Venues Manager to ensure contracts and hire forms are in place for all performances, events and activities.
- Responsible for monitoring expenditure against estimates and escalate queries to the Arts & Entertainment Venues Manger.
- Responsible for ensuring that the Service handles the daily banking and reconciliation of all monies received from Box Office and Front of House, including agency and credit card accounts, in an efficient and timely manner.
- Responsible for the completion of PRS returns.
- Responsible for the maintenance of tax and VAT records.
- Responsibility for the adequacy of cash handling procedures/systems and for efficient control of all floats and petty cash.
- Attend and advise at appropriate meetings, as directed by the Arts & Entertainment Venues Manager

- Oversee the financial management for grants under the Council's Arts Engagement and Outreach Service and monitor the same in liaison with the Arts & Entertainment Venues Manager, external funders and stakeholders.
- Review the financial performance of the Arts & Entertainment service working with colleagues to provide advice, support and guidance and prepare business plans with targets for improvement.
- In consultation with the Arts & Entertainment Management team support the efficient day to day management of the service and venues, and any outreach project developments as directed by the Arts & Entertainment Venues Manager

Personal Specification

Professional and educational qualifications

Essential	Desirable
Business Management or Finance degree or equivalent qualification or experience in a relevant subject	Accountancy qualification

Experience

Essential	Desirable
Experience of successfully delivering projects	Experience of working with the public sector or creative arts
Experience of planning and managing resources i.e. finance, employees, property and information technology	Experience of working with elected Members and in a political environment
	Ability to train others and pass on knowledge of managing successful projects

Key Skills

Essential	Desirable
Well-developed skills in leading and motivating staff	
Excellent communication and presentation skills (written and oral)	
Well-developed inter-personal skills	
Political awareness and sensitivity	
Ability to manage relationships with key internal and external stakeholders	
Strategic outlook and ability to put strategy into action	
Ability to explain specialist matters to a variety of audiences	
Established analytical and problem solving skills	

Knowledge

Essential	Desirable
High level and practical management of budgets	Experience of grant funding processes
A good understanding of financial reporting and year end processes	
Preparation of financial statements, reports, and forecasts documentation	