

Dulwich Festival – Job description for Finance Manager

The Finance Manager is responsible for managing all finance and accounting operations

Reports to the Festival Director

Specific responsibilities include, for example:

Day to day operations

- Managing and operating the accounting systems – including QuickBooks, Paypal, Eventbrite and Square
- Responsible for the payment of duly authorised purchase invoices, contractors and expense claims
- Raising of sales invoices
- Debt management and collection
- Regular bank reconciliations

Reporting

- Preparation of budgets in conjunction with the Festival Director
- Preparation of management accounts on timely basis including comparison against budgets and reporting of key KPIs to the Festival Director and for review by the Trustees as required
- Ad hoc reports as required
- Preparation of statutory accounts and filing of such financial reports with Companies House and the Charities Commission as required

Other

- Ensuring compliance with financial, legal and regulatory requirements
- Liaison with the Independent Examiner and ensuring all information required is provided. Developing and implementing action plans to address any issues raised by the Independent Examiner
- Conduct reviews of internal controls and the effectiveness of the finance function and make recommendations to the Festival Director and Trustees as required
- Manage relationship with banks and other suppliers to the finance function and ensure appropriate levels of signatories with such organisations
- Work with the Festival Director and the Trustees to determine an appropriate Finance strategy, for example, in relation to risk sharing for some of the larger events or reserves strategy
- Overall financial risk management – to include ensuring appropriate insurance cover