

Daily Life Ltd.

office@dailylifeltd.co.uk



FINANCE MANAGER

Location: Studio 8 Essex House, 375 High Street, London E15 4QZ

Contract type: Permanent

Contract hours: approx. 3 days per month

Salary: To be discussed

About Daily Life Ltd

Daily Life Ltd, founded in 1995 by Artistic Director Bobby Baker, is an Arts Council National Portfolio Organisation.

The organisation's mission is to create powerful art that changes the way people think about mental health. We work to transform how people see themselves and each other, and to stimulate dialogue that builds bridges of connection and understanding. We have an extensive track record of producing high-calibre participatory and inter-disciplinary arts projects incorporating performance, visual, digital, research and collaborative processes.

Website: www.dailylifeltd.co.uk

Phone: 020 8519 2988

FINANCE MANAGER: The Role

Responsible to: Artistic Director/Chief Executive

The role will involve the routine management of our systems; plus general bookkeeping; and management finance activities, including:

- Updating our current accountancy software (Quickbooks)
- Management of annual budget and reporting models that meet the needs of the stakeholders (staff, board, funders) and meet statutory obligations for company and charity law including any updates to SORP. We have complex multi-year projects and restricted income and expenditure
- Internal monthly reporting, feeding into quarterly management accounts that feed into annual budgets (prepared for our Board and Arts Council England)
- Developing appropriate cashflow forecasts and statements
- Coding and inputting authorised purchase invoices and management of creditors
- Coding and inputting authorised sales invoices and management of debtors
- Covering bank payments and monthly reconciliations, obtaining online banking authorisations
- Quarterly VAT reports and returns; general VAT management
- Small amounts of petty cash management and reconciliation
- Monthly credit card reconciliations
- Undertaking any review or remedial activities in liaison with the Executive Director, e.g. revising budgets, chasing debtors, contacting creditors etc
- General liaison with our bank(s), and with other statutory bodies such as HMRC; and our accountants
- Taking part in financial review activities in advance of year end statutory accounts preparation
- Working with the Daily Life Ltd team and our accountants to support annual accounts preparation
- Keeping up to date of any changes in company or charity law that might impact our finance systems and procedures
- Undertaking any other finance related work as agree with the Executive Director.
- Generating payroll, PAYE and pensions

We are looking for someone to work with us 3 days per month. This will be based at our studio in Stratford, East London.

Our Board meets quarterly, and we would expect the Finance Manager to attend quarterly meetings.

PERSON SPECIFICATION

Essential Skills, Experience and Qualities:

- Some accountancy qualification. Full or part qualified ACA, ACCA, CIMA, AAT, a diploma in accounting or QBE, showing evidence of the skills required to produce accounts to Trial Balance
- Evidence of experience of using finance software (we use QuickBooks)
- Experience of preparing management accounts including cashflow, profit and loss, and balance sheets
- Experience of VAT
- Some experience of project accounting
- Excellent administrative, organisational and time management skills
- Attention to detail
- Computer literacy and expert use of spreadsheets (Excel)
- Ability to work on own initiative and unsupervised
- Ability to work as part of a team, contributing specialist skills, and supporting colleagues appropriately with a cooperative outlook
- Friendly, open manner
- Good written and verbal communication skills
- Knowledge of and interest in theatre or the arts
- Commitment to equality of opportunity
- Experience of charity accounting (SORP)
- Knowledge of VAT for charities

TO APPLY

We welcome applications from people of all backgrounds but particularly welcome applications from people from BAME backgrounds, as they are under- represented within our Board and staff team. We are also interested in hearing from people of all ages, a range of socio-economic backgrounds, ethnicities, faiths, gender, sexual orientation, disability, health status, those with dependents, and those who may have had unconventional career paths.

If you are interested in applying for the role of Finance Manager, please send your current CV, together with 2 sides of A4 detailing how you meet the person specification above.

Please send this information to office@dailylifeltd.co.uk by **12pm on Tuesday 2nd May 2017**. Interview date to be confirmed.