

B R O A D W A Y

Finance Manager Person Specification

	Essential Criteria		Desirable Criteria	
Experience	Extensive experience of the main professional functions of the role (preparation of management accounts, financial reports, balance sheet reconciliations, VAT returns etc)	A, I	Experience of group accounting and preparation of consolidated accounts and within a charity/not for profit environment	A, I
	Experience of being actively involved in, or directly managing, the audit process	A, I	Awareness of VAT partial exemptions for non-business activity	A, I
	Experience of processing payroll	A, I	Experience of processing payroll for both salaried and hourly paid staff	A, I
			Experience of using SAGE 50c for payroll	A, I
			Experience of IR35 and CEST	A, I
			Experience of working in a public venue	A
Knowledge & Qualifications	Knowledge of PAYE regulations	I	Accountancy qualification (ACCA, CIMA or equivalent)	A
	Knowledge of Accounting systems	A, I	Knowledge of SAGE 50 Accounts	A
Skills & Attributes	Proficient in using MS Office applications	I	An interest in film, creative industries or arts practice	I
	Highly proficient in using Excel for analysing, using formulae, manipulating and presenting data	A, I		
	Ability to give leadership, direction and guidance to team members as required	I		
	Able to contribute to Senior Management Meetings and ensure financial perspectives are considered in key decisions	I		

	<p>Work in a way that supports Broadway's values of equality, diversity and inclusion</p> <p>An interest in not-for-profit organisations and appreciation of the parent-subsiidiary company structure of Broadway</p>	<p>I</p> <p>A, I</p>		
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- A = to be demonstrated in the application form
- I = to be demonstrated at interview
- T = to be demonstrated by completing a measurable test