**Finance Controller: Job Description**

**Reporting to: Artistic Director**

**Responsible for: Bookkeeper**

**Salary: £33,000 pro rata**

**Hours: 0.6**

**Location: Patrick Studios, St Mary’s Lane, Leeds LS9 7EH**

**Background**

East Street Arts is an organization, which focuses on contemporary artists. Its aims are to offer space, opportunities, services and resources to artists and those working with artists, supporting the development of a strong visual arts infrastructure locally and nationally.

East Street Arts is a company limited by guarantee (Company No 35986120 and is a registered charity no 1077401).

**Job Summary**

This is a senior position within the company, working directly with and reporting to the three Directors.

To lead and manage all aspects of the company’s financial operations, to take strategic responsibility including developing and improving systems and processes to ensure efficient financial transactions, and to work with the Directors in business planning and modelling.

**Key duties**

**Operations**

* Producing accurate financial reports to specific deadlines
* Managing the company’s financial accounting, monitoring and reporting systems
* Working with managers on budgets and cost areas
* Manage utilities, leases and services for all properties
* Overseeing annual audit
* Line managing Finance Administrator
* Managing contracts and related policies including recycling, waste and insurance
* Working with the Directors to manage relationships with core and project funders
* Developing and managing mechanisms that minimise risk and debt
* Establishing good working relationships with auditors, bankers, property managers etc.
* Overseeing staff pensions

**Strategy and systems**

* Managing and developing systems for recording and tracking budgets
* Developing monthly, quarterly and annual reports
* Monitoring and interpreting cash flows and predicting future trends
* Developing and managing the Board of Trustees’ financial sub group
* Conducting reviews and evaluations for cost-reducing opportunities

**Business planning**

* Working closely with the Directors to formulate strategic and long-term business plans
* Researching and reporting on factors influencing business performance
* Overseeing capital accounts
* Developing and managing reserve policy and operation
* Analysing external data and change and advising accordingly
* Keeping abreast of changes in financial regulations and legislation

**Responsibilities of all staff members**

* To take an active part in communicating and co-operating with other staff and departments
* To follow guidelines, procedures and policies provided by the company in relation to financial management and personnel records
* To work in accordance with the Equal Opportunities policy of East Street Arts
* To be aware of, and comply with, rules and legislation pertaining to Health and Safety at work

The company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the company.