

Job Description

Job Title:	Director of Finance & Operations
Location:	Cheltenham (with occasional homeworking) We are due in our new home in the centre of Cheltenham in April 2024
Responsible to:	Co-CEOs
Responsible for:	Finance, Operations and Production teams (currently 12 permanent staff)
Hours:	Full Time or Part time 4 days a week Some evening and weekend work required during festivals.
Salary:	£65,000 per annum (or pro rata)
Benefits include:	<ul style="list-style-type: none"> • 33 days holiday per annum including bank holidays (pro rata for part-time) • Pension • Staff Ticket Allocation

The Role

The Postholder will take a significant leadership role within the Charity with the opportunity to build capacity and capability across Finance, Production and Operations and ensuring a sustainable financial strategy in support of the organisation's mission and vision. This role will lead on all financial operations, directly owning forecasting, budgeting and commercial modelling and also managing the finance team who are responsible for day-to-day accounting up to management accounts level. The role also line-manages the Operations and Production teams who are responsible for operational delivery of the Festivals. Ownership of various processes also sits within this role such as IT infrastructure & Systems, insurance and contracts. An important part of the job is to provide financial support and advice to the Budget holders within the organisation, driving financial discipline and leading on processes to enable staff to work efficiently and effectively to achieve the organisational goals.

Detailed Job Description

Reporting into the Co-CEOs, in fulfilling the key responsibilities of the post, the Director of Finance & Operations will be expected to undertake the following duties:

- As a member of the Senior Management Team (SMT) to participate in the executive direction of the Charity ensuring that SMT colleagues are fully conversant with the financial position of the organisation and reporting quarterly to the Board on forecasts and risks.
- Responsibility for all financial operations of the organisation including management of the accounting function who are responsible for all daily and monthly accounting processes producing monthly revenue and expenditure accounts on Xero, quarterly VAT returns and payments to HMRC, monthly payroll and all banking activities.
- Preparation of the annual budget and maintenance of a forecast tracking performance against budget, producing detailed financial reports and presenting to the Finance Committee and Board at least quarterly.
- Monitoring of the balance sheet and cash flow, ensuring that timely action is taken when needed.
- Management of the annual audit, preparation of the annual statutory accounts for Companies House and returns to the Charities Commission
- Leading on commercial modelling providing management information on individual festivals, on performance indicators and risk areas, and undertaking assignments for other departments or the Co-CEOs on funding applications, strategic planning, pricing and other matters.
- Line-management of the Production team who are responsible for the build of temporary festival sites within the town including tendering and contracting with suppliers.
- Line-management of the Operations team who take care of venue hire, licensing, H&S and all other aspects of delivery of the festivals including artist/speaker travel and accommodation and all event logistics on site during the festivals.
- Working with all departments to ensure clear communication of budgets and forecasts, to ensure processes are in place to identify and control spend at all levels and to manage the collection and sharing of data.
- Completion of the financial sections of the organisational three-year strategic plan, working closely with the Co-CEOs in its preparation.
- Management of the organisation's continuity plan and risk register ensuring that controls are adequately applied.
- Responsibility for all internal IT infrastructure and systems, office facilities, insurance and associated legal compliance that enable staff to work effectively, safely, and efficiently.
- Timely delivery of Cheltenham Festivals' reporting obligations: to HMRC, Cheltenham Borough Council (CBC) via the Land Use Agreement and Licensing framework, Arts Council England (ACE), other funding bodies, and generally to ensure full compliance with Cheltenham Festivals' regulatory environment.

General responsibilities – in addition to the above specific responsibilities all the Cheltenham Festivals team are expected to:

- a. Diversity and Inclusion:** ensure that our Equality, Diversity, and Inclusion (EDI) policies are followed and embrace the benefits of diversity so that everyone – irrespective of individual differences in their identities, background, or any personal characteristics – receives fair and equal treatment in a safe, welcoming, and enjoyable environment.
- b. Performance Improvement:** be responsible for your own performance, participate in our performance review procedures and propose better, faster, or less expensive ways to do things which help our overall mission.
- c. Health and Safety** be responsible for ensuring the health and safety of the team and yourself by following safe systems of work, and by meeting the requirements of the health and safety policy.
- d. Compliance and Integrity** be compliant with the law and the festivals' policies especially with regards to data protection and IT security and ensure other policies as advised from time to time are followed.

This job description is not intended to be exhaustive and the nature of our work and the size of our team at Cheltenham Festivals requires everyone here to be flexible. You may be required to take on such reasonable additional or other responsibilities and tasks as we need from time to time.

Person Specification

Criteria	Essential
Experience & Knowledge	<ul style="list-style-type: none"> Strong leadership skills and exceptional people skills. Ability to build successful and motivated teams who consistently excel in the achievement of organisational goals. Ability to drive financial understanding within an organisation Ability to network at the most senior level and establish valuable commercial and artistic partnerships The ability to manage a complex workload within agreed deadlines Entrepreneurial and innovative ideas Experience at a senior manager level Experience of reporting to a Board
Skills required	<ul style="list-style-type: none"> Detailed knowledge of financial software (we use Xero) Knowledge of all Microsoft Office applications with a high level of expertise on excel An understanding of the work of Cheltenham Festivals An understanding of customer care A hand's on approach and a keen eye for detail
Disposition	<ul style="list-style-type: none"> Sympathy for the arts Ability to handle relationships sensitively Ability to forge strong internal relationships with other staff and to support them when required. Ability to get on with people from a wide variety of backgrounds Willingness and ability to be flexible
Qualifications	<ul style="list-style-type: none"> Chartered qualified accountant desirable although consideration will be given to someone with equivalent skills and experience

At Cheltenham Festivals we care deeply about inclusive practice and diversity. We are an equal opportunities and Disability Confident Employer who understands the benefits of diversity so that everyone – irrespective of individual identities, background, or any personal characteristics – receives fair and equal treatment in a safe, welcoming and enjoyable environment.