



## **The Creative and Digital Industries D2N2 Consortium for increased SME Competitiveness**

### **The Big House Call off Contract: Finance Manager**

#### **Overview**

We are looking to appoint an experienced Finance Manager on a temporary basis for a call off contract to provide short term financial services to the Creative Quarter Company, as part of the Big House ERDF-funded project.

#### **Contract Duration**

Immediate start until end of September 2019.

Possibility of extension dependent on further ERDF funding being secured for the continuation of the Big House project up to September 2022.

#### **The Role**

To undertake financial support services on behalf of the Creative Quarter Company, including the financial monitoring of ERDF funded programmes.

Maintaining the day-to-day financial management systems for the Creative Quarter Company. This will include setting up a Purchase Order system, a payments tracking system, an expenses reimbursement system, an invoicing system and expenditure tracking processes. All of these systems apply to the Company's ERDF Programme.

#### **Duties will include**

- Maintaining CQ financial systems and processes.
- Maintaining budgets for the ERDF funding Big House project and other externally funded programmes.
- Making payments against invoices.
- Maintaining records of all receipts and payments.
- Maintaining the overarching budget for the CQ
- Reconciling balances with bank statements.
- Posting and balancing the purchase and sales ledgers
- Completing the posting to the nominal ledgers
- Maintenance of the fixed asset register
- Preparation of payroll, PAYE, NI and pension contributions.
- Acting as the delegated contact for the auto enrolment pension scheme.
- Preparation of the management accounts for board approval
- Assistance with budget setting and monitoring
- Timely financial reporting to management and board.
- Submitting Companies House, VAT and tax returns in a timely fashion.
- Preparation of the annual financial statements for audit.



## Skills/Experience Required

- Academic credentials in a finance related discipline
- Experience of financial management of small business
- Experience of managing finances within European funded programmes.
- Experience of working with a range of stakeholders.

## Selection

The successful candidate will be appointed by a selection process based upon experience, references, and cost.

## Reporting

- The contractor will report to the Chief Executive of the Creative Quarter.
- Invoicing will be on a quarterly basis.
- The contract will be let for the duration of the Big House project, until the end of September 2019.
- Possibility of extension dependent on further ERDF funding being secured for the continuation of the Big House project up to September 2022.

## To Apply

Please send your CV and a covering letter outlining:

1. How you meet the contract requirements
2. Your usual monthly rate
3. References from examples of two recent similar contracts of employment.

All applications must be submitted by **5pm on Friday 13<sup>th</sup> July 2018** by email for the attention of Catherine Mayhew at [admin@creativequarter.com](mailto:admin@creativequarter.com)

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