



Job Description: Finance Manager

Post	Finance Manager
Contract	Permanent
Hours	3 days per week
Salary	£30,000 per annum
Benefits	Access to company pension scheme. 18 days paid holiday per year, including statutory public holidays. Additional days gifted which fall between Christmas day and New Year's day. Hybrid working.

About the Role

Established in 2014, BOM is an arts organisation that exists to inspire and empower communities through transformational digital experiences. We explore how creative technology can be used as a tool for change, to make society better. Our interests and expertise are in neurodiversity and technology, how creativity can unleash the potential of under-served communities and how creative innovation can address environmental challenges.

BOM's engagement programmes support under-served children, young people and adults to learn creative digital skills, particularly those with special educational needs and disabilities (SEND) and young people excluded from mainstream education who face multiple barriers at the start of their career pathways.

In addition to our engagement work, BOM develops immersive and interactive audience experiences. Having designed the technologies for the Queen's Baton for the Commonwealth Games and created numerous immersive experiences that have toured globally, we are starting to develop commercially viable digital products and services as part of an evolving Immersive Studio model.

We are also in the final stages of securing our own building with the purchase of a freehold property, and embarking on a capital project to renovate and open an expanded facility in the city centre, where we will be scaling up our engagement with communities. We are also planning to transition the CIC to a charitable CIO in the future, alongside a trading subsidiary to separate commercial activity from our educational and charitable work.

At this pivotal stage in our growth, we are looking for an experienced Finance Manager with a strong accounting track record and ability to think and plan strategically. You will line manage the Finance Assistant to oversee the day-to-day finance needs of the organisation, whilst working with the team to set targets, track and report on financial performance.



Overview of Responsibilities

You will be providing line management responsibility to the Finance Assistant (currently undertaking ACCA qualification) to oversee the day-to-day finance function across the organisation.

Reporting to the CEO and working closely with head of departments, you'll be comfortable working at a strategic level, creating and reporting on financial forecasts, supporting the team in their commercial plans for immersive products and services, and managing capital project finance.

Supervisory responsibilities/position in structure

- Reports to Chief Executive Officer
- Line management of Finance & Administration Assistant.
- Key liaison to external accountants.
- Duties & Responsibilities

Main Responsibilities Include:

- Supervision of the Finance & Administration Assistant to oversee day to day accounting, payroll, VAT and monthly reporting using Xero and associated software.
- Working with external accountants to prepare year end accounts and external audit in line with charity guidance and funder requirements.
- Review and control automated payments via approved payment methods.
- Authoring and updating strategic budget forecasts and financial planning.
- Briefing each team on financial profile and targets for their area so all staff are aware of whether targets are being met or if there needs to be additional work/income generation.
- Ensuring financial compliance across the organisation. Conducting regular internal financial process audits to check security/compliance/manage risks.
- Authorising and updating capital project financial forecasts including CapEx, repayable finance, grants funding, VAT liability, income and expenditure projections and cash flow across an emerging group structure
- Ensuring BOM's financial obligations are met, particularly with regards to any loans, working with programme leads to ensure grants funding reports and administration is completed in a timely manner, and ensuring we comply with subsidy law.
- Support the team in modelling commercial plans around immersive products and services.
- Input to strategic funding applications e.g. financial cases and budgeting
- Review existing financial processes across the organisation and implement improvements as necessary.
- Any other finance related tasks as required.



Person Specification

Requirement Essential /Desirable

At least 3-years' accounting experience in a similar role	Essential
Demonstrable knowledge of Xero and other similar accounting software, as well as Excel	Essential
Experience of capital project finance	Desirable
Demonstrable experience of strategic financial planning and forecasting	Essential
Experience of financial operations across a group company structure	Essential
Excellent communication skills at all levels and experience of working closely with budget holders and non-finance stakeholders	Essential
Thorough, accurate, proactive and a keen eye for detail	Essential
Able to identify solutions and to lead and implement company-wide improvements and efficiencies	Essential
Responsive to competing needs in a fast-paced organisation, able to prioritise and meet deadlines	Essential

Applicants

Please send a CV and cover letter (no more than 2 pages) to kam@bom.org.uk