

Finance Manager

Manchester Central Convention Complex

Manchester Central is an award-winning venue in the heart of one of Europe's most vibrant cities; our vaulted arches and station clock have made our venue an iconic city feature for more than 140 years.

Our experienced team of professionals lead the industry with unrivalled service standards to help our clients create engaging, memorable experiences at events of all shapes and sizes.

Your Role

Competitive salary from £38,000pa to £45,000pa / 25 days holiday plus bank holidays / contributory pension scheme / discounted car parking

Reporting directly to the Financial Controller, this role is working on a full time, permanent basis.

Your duties and responsibilities will include but are not limited to:

- Statutory financial reporting for the 3 group entities including preparation of financial statements under FRS 102 and group consolidation
- Managing the transactional recording and reporting, including credit control and accounts payable functions
- Finance management reporting ensuring it is accurate, timely and provides the correct tactical and strategic content
- Treasury function of the company
- Supervising the Credit Controller, Accounts Payable Clerk and Accounts Assistant

The ideal candidate will have:

- Previously held the position of Management Accountant, Financial Accountant or Finance Manager
- Led on the production of management accounts and balance sheet reconciliations
- Treasury experience of cashflow reconciliations and forecasts
- Previous experience in budgeting, cash flow forecasting, cost control and statutory returns

You must be:

- Part-qualified in ACCA/CIMA/ACA or qualified by experience
- Able to manage and motivate others

Apply

To apply for this exciting opportunity, please send a CV and covering letter to:

Ref: Financial Controller

FAO: HR Team

Email: careers@manchestercentral.co.uk

Manchester Central is an equal opportunities employer. All applicants who meet the essential criteria and identify as having a disability in their covering letter will be guaranteed an interview.



Job Description

Finance Manager

Salary:	£38-45,000pa
Hours:	37.5 hours per week.
Working pattern:	Monday to Friday.
Location and business area:	Manchester Central - Finance
Aim of the role:	<p>To have responsibility, with the Financial Controller, for statutory financial reporting of the 3 group entities including preparation of financial statements under FRS 102 and group consolidation.</p> <p>To be responsible for the company's transactional recording & reporting. Including credit control and accounts payable functions, ensuring vouchers are processed accurately and good relationships are maintained with customers and suppliers.</p> <p>To be responsible for the finance management reporting of the company ensuring it is accurate, timely and provides the correct tactical and strategic content.</p> <p>To have responsibility for the treasury function of the company including live management of cash balances, long term liquidity analysis, both short- and long-term investment strategy and company payment and receipt platforms.</p> <p>To be responsible, with the Financial Controller, for managing the company budgeting process.</p>
Directly responsible to:	Financial Controller
Directly responsible for:	Credit Controller, Accounts Payable Clerk and Accounts Assistant

Main areas of responsibility

- **Transactional:** To be responsible for appropriate financial controls and to ensure compliance within the company to ensure accuracy & completeness of postings.
- **Supervising:** To manage the Credit Controller, Accounts Payable Clerk & Accounts Assistant in prioritising work and ensuring a high-quality service is delivered to clients both internal and external. Ensuring quality and accuracy of work produced at all times, ensuring all accounts timetables are achieved and working ensuring the company's working capital is managed.
- **Treasury:** Responsible for forecasting and reconciling the cash flows of the business and monitoring and making any recommendations to improve the company's banking and credit facilities.
- **Reporting:** Lead the finance team in the monthly reporting cycle ensuring deadlines are met and the information produced by the department is accurate and presented as effectively as possible and meets the needs of the company and it's internal stakeholders.
- **Year end:** To draft the production of financial statements for review by the Financial Controller & Director, including mapping of the management accounts into statutory format for the group entities and group consolidation for the shareholder under IFRS.
- **Budgeting:** To be responsible for setting the budgeting timetable and managing the process to ensure deadlines are met.
- **External advisors:** To lead on audit matters and to be the key point of contact for the auditors and corporation tax and VAT advisors
- **Statutory returns:** To complete the statutory returns including VAT and corporation tax for review by the Financial Controller.
- **Month-End:** To be responsible for closing ledgers. To manage the transactional team & assist the management accountants to ensure reporting deadlines are met. This could be any area of the P&L and as required, but likely to cover the first week of each month.
- **Management Accounts:** To be the Catering finance business partner. Managing month-end postings relating to Stock, attending the monthly Stock Review Meeting & providing any financial reporting required by the department.

Other Responsibilities

- **Other reporting:** To produce other ad hoc reports as requested by the Financial Controller or other SMT member.
- **Deputise for Financial Controller:** to deputise for the Financial Controller as and when required
- **Cashbook:** to ensure the cashbook is always fully posted and reconciled to bank statements, supervising the work of others in the department
- **Finance support:** To ensure that all departments' Heads are provided with up-to-date Finance information including monthly sales reports for the Director of Sales and Marketing.
- **Tenders:** To represent the Finance Function on supplier tender panels as and when appropriate.
- **Payroll:** To provide cover in processing, paying & posting of the monthly & weekly payroll.
- **Other:** To be involved as finance input on various other projects and undertake the role of Operational Excellence Group representative.

About us:

Our purpose is to connect people, ideas, and business through meaningful and rich experiences.

Our customers choose Manchester Central because of the experiences we help them to create. We help them to make something happen – the energy and connection that creates memories.

We help them to grow their businesses – connecting with their customers, partners, suppliers, and employees. We bring people together to share ideas and make plans. We pay attention to the details so our clients can pay attention to their guests. What makes us different is the creativity, professional delivery expertise and passion of our team.

The qualities of our people:

Our people are pretty fabulous. They really love our industry, our customers, and what we do. We have high expectations of each other and live up to the standards we've set.

The people who are happiest working for us want to get stuck in and make things happen for a great purpose. They want the challenge of a fast pace, lots of energy and a great team to work with.

We are a special group who have chosen to work together, and we share these characteristics:

- **Expert & specialist**
We're highly respected and super proud of our level of expertise – making the complexity of what we do look effortless.
- **Flexible**
We're all about innovation and trying new ways to create experiences for customers. We're really flexible to meet our customers needs.
- **Positive and energetic**
There's a great energy across the business and sense of teamwork - it feels like a family. We have fun at work and there's plenty of social activity.
- **Ready to grow**
Careers are important to us too – some of our senior leaders started out as team members and then progressed their careers.
If people move on from working with us, they'll always have improved their skills and experience along the way.
- **Committed**
Our people show huge levels of commitment for our customers, and they're determined to get the job done. Events always build up to a crescendo of activity, so it's not always easy. Even when there's pressure it's still a great place to work.

We have a Code of Conduct sets out the right way to do business at Manchester Central. The reputation and integrity of our business is based on all of the decisions we've made, the way we manage our business and what we deliver. These actions and decisions have built up the trust we've earned with our customers, suppliers, communities and colleagues.

Our people pay attention to respect in our workplace, doing the right thing and safeguarding our company and each other.

Person Specification

Education	Essential	Desirable
Part-qualified in ACCA/CIMA/ ACA or qualified by experience	✓	
Qualified in ACCA/CIMA/ ACA		✓
Willingness to undertake training and continuous development	✓	
Experience		
Previously held the position of Management Accountant, Financial Accountant or Finance Manager	✓	
Led on the production of management accounts and balance sheet reconciliations	✓	
Treasury experience of cashflow reconciliations and forecasts	✓	
Previous experience in budgeting, cash flow forecasting and cost control	✓	
Experienced in statutory returns	✓	
Experience of processing payroll		✓
Experience of working under pressure and meeting deadlines	✓	
Treasury experience of financial planning		✓
Skills		
Supervisory skills	✓	
Ability to "feel the numbers" and identify anomalies and omissions through business understanding and attention to detail	✓	
IT literate with excellent Excel skills	✓	
Ability to project manage the development and implementation of new processes and controls to achieve desired results	✓	
Willing to adopt automated processes whilst controlling and verifying the outputs		✓



Ability to manage and motivate others	✓	
Analytical and logical problem-solving skills		✓
Excellent written and verbal communication skills		✓
Treasury experience of financial planning		✓
Personal Attributes		
Ability to work flexibly in line with business needs	✓	
Versatile	✓	