



Freelance Finance Manager / Accountancy Practice Brief

Overall Aim

To provide accurate and high quality management of financial systems and to provide timely financial management information to the company's executive and Board.

- Responsible for bookkeeping through Xero accountancy software
(All invoice/purchase processes are undertaken by individual staff members)
- Manage cash flow and monthly bank reconciliation
- Monitor project/annual budgets and five-year budgets with Treasurer and CEO
- Produce accurate and timely financial reports for the Board and the Arts Council of Wales:
 - a) Quarterly Management Accounts
 - b) Annual Accounts
 - c) Annual Budget for next financial year – August
 - d) Three year budgets (Business Plan) – February
- Calculate monthly pay slips, produce pay slips, manage regular tax and NI payments to HMRC and complete payment and reports of contributions to the Pensions Trust (4 members of staff)
- Complete and submit quarterly VAT returns
- Prepare and submit quarterly Gift Aid claims to HMRC

In addition, accountancy practices are invited to indicate additional costs for the preparation of the annual Independent Examination of Accounts and Orchestra Tax Relief return.