



## Finance Manager

Part Time - 15 hours per week  
Up to £30-35k pa DOE Pro-Rata

### The Company

Experience Oxfordshire is the official Destination Management Organisation (DMO) for Oxfordshire. Experience Oxfordshire is the trading arm of the partner charity, the Experience Oxfordshire Charitable Trust, and are a not for profit partnership organisation that is committed to the promotion, management and development of Oxfordshire as a great destination to live, work, visit and do business. We work with businesses to grow and develop the visitor economy and to ensure that Oxfordshire is a leading destination for tourism, culture and business.

The Visitor Economy is vitally important to Oxfordshire. Each year we welcome over 29 million visitors to the County who spend over £2.1 billion in the local economy which supports over 37,000 jobs – 10% of all jobs across Oxfordshire.

The organisation is funded in part by its Partners who come from all sectors of the Oxfordshire economy including hotels, retails, events, transport, restaurants and local and national government. We work with our Partners to collectively promote their products and services and grow the visitor economy across Oxfordshire through information provided in the Visitor Information Centre, marketing, travel trade and events.

Experience Oxfordshire generates the majority of its income from operating a range of commercial services which include: Oxford Visitor Information Centre, Oxford Official Walking Tours, Marketing, Conferencing, Partnership, Retail and Ticket sales.

[www.experienceoxfordshire.org](http://www.experienceoxfordshire.org)

[www.conferencing.experienceoxfordshire.org](http://www.conferencing.experienceoxfordshire.org)

[www.experienceoxfordshire.org/partners](http://www.experienceoxfordshire.org/partners)

### The Role

Experience Oxfordshire is looking for an experienced qualified Finance Manager to join the organisation. The post holder will provide financial management and support to a team that are engaged in marketing activity, events, business liaison and support, retail trading, group travel services, ticketing and visitor information. The post holder will be responsible for producing monthly management accounts, attending the finance and resources committee and undertaking financial review of projects and continuously reviewing processes and procedures.

The post holder will be responsible for all financial record keeping for two organisations; one a charity and the other a limited company. Duties include: management of the Finance Administrator to ensure the timely and accurate processing of all transactions and journals together with maintenance of reconciliations and appropriate internal financial controls; preparation of records for audit purposes and to facilitate the process of filing annual account statements and reports; working closely with the Chief Executive and wider team to maintain and establish effective financial systems and processes.

The role's primary responsibilities are:

- Management of the finance administrator post.
- Management of Sage accounting system for daily, weekly and monthly financial ledger including monthly profit and loss and balance sheet reconciliations.
- Preparation and review of management accounts and board papers.
- Regular cash flow analysis and forecasting.
- Input into costing across the management team where appropriate.
- Close liaison with auditors in the preparation of draft and annual statutory accounts.
- Overseeing all tax and regulatory and compliance issues.
- Develop and document business processes and accounting policies with the CEO and management to maintain and strengthen internal controls.
- Ensuring Companies House filings are made in a timely manner to include annual returns and information relevant for filing.
- Supervision of company bank accounts and Sage posting and -as necessary provide cover for the finance administrator. To ensure VAT returns are completed and undertake VAT reviews.
- Processing of payroll transactions and checking employee expense claims.
- Credit Control when appropriate and by communication with teams.
- To produce monthly management account reports using Sage and Excel and other reports when required by the CEO.
- To carry out all duties in line with Equal Opportunities policies in operation.
- To undertake any such duties commensurate with the post as may be required.

#### **Further Details:**

Responsible to: Chief Executive

Works with: The role will require close liaison with all budget holders within Experience Oxfordshire and close working with the Chair of the Finance and Resources Committee.

Direct reports: Finance Administrator

Location: Oxford Visitor Information Centre, 15 – 16 Broad Street, Oxford OX1 3AS.

Salary: £30,000 - £35,000 **FTE** pro rata for 15hrs pw DOE with flexibility on days/hours worked

#### **COMMUNICATION**

Internally: Chief Executive, Finance Administrator, Head of Development & Marketing, Marketing Executive Digital, Marketing Assistant, Partnership Manager, Tour Desk Team Leader and Customer Services Managers.

Externally: External auditors and suppliers and finance and resources committee.

#### **Application Details:**

To apply for the role, email your CV and covering letter, stating why are applying for the role and why you believe you are suitable for the role, to [hayley.beer-gamage@experienceoxfordshire.org](mailto:hayley.beer-gamage@experienceoxfordshire.org)  
**Please note applications received without a covering letter will not be considered.**

**Person Specification:**

<b>Factors</b>	<b>Essential or Desirable?</b>	<b>Assessment via AF/IV/C</b>
<p><b>Education/Qualifications</b></p> <ul style="list-style-type: none"> <li>• Educated to GCSE/GNVQ level or equivalent by experience.</li> <li>• ACA, ACCA or CIMA qualified</li> <li>• Educated to at least degree level or equivalent.</li> </ul>	<p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Desirable</b></p>	<p><b>AF/IV/C</b></p> <p><b>AF/IV/C</b></p> <p><b>AF/IV/C</b></p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least five years' experience working in an account management role.</li> <li>• Experience working with Sage</li> <li>• Experience Preparing Management Accounts</li> <li>• Experience of working with minimal supervision</li> <li>• Experience of working in a retail business</li> <li>• Experience managing employees</li> <li>• Experience operating at board level</li> </ul>	<p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Desirable</b></p> <p><b>Essential</b></p> <p><b>Desirable</b></p>	<p><b>AF/IV</b></p> <p><b>AF/IV</b></p> <p><b>AF/IV</b></p> <p><b>AF/IV</b></p> <p><b>AF/IV</b></p> <p><b>AF/IV</b></p> <p><b>AF/IV</b></p>
<p><b>Skills/Knowledge</b></p> <ul style="list-style-type: none"> <li>• Proficient use of Sage</li> <li>• Excellent attention to detail and accuracy in all work</li> <li>• High level IT skills</li> <li>• Experience working in a multi-faceted business</li> <li>• Experience on planning ahead and meeting deadlines</li> <li>• Be proactive in staying up to date with financial regulations and best practice</li> <li>• Knowledge and understanding of the Charity Commission</li> </ul>	<p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Desirable</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Desirable</b></p>	<p><b>AF/IV</b></p> <p><b>AF/IV</b></p> <p><b>AF/IV</b></p> <p><b>AF/IV</b></p> <p><b>AF/IV</b></p> <p><b>AF/IV</b></p> <p><b>AF/IV</b></p>
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• A positive attitude; someone who is keen to learn and understand the business and suggest ideas for improvement.</li> </ul>	<p><b>Essential</b></p>	<p><b>IV</b></p>

• Prepared to take on a broad range of tasks.	<b>Essential</b>	<b>IV</b>
• An ability to work effectively with a wide range of people and ability to prioritise.	<b>Essential</b>	<b>IV</b>
• Ability to be resourceful and flexible in response to challenges.	<b>Essential</b>	<b>IV</b>
• Be discreet, confidential and trustworthy	<b>Essential</b>	<b>IV</b>
• Excellent attention to detail.	<b>Essential</b>	<b>IV</b>
• Experienced team player.	<b>Essential</b>	<b>IV</b>

\*(AF = application form or CV, IV = interview, C = certificate)