

**GOODWOOD**

**The Role**

The **Art Finance Manager** will be part of the new Goodwood Art Foundation team and report to the Estate Finance Director. Responsible for every aspect of the finances of the new Art Foundation with help from the Goodwood Central Finance team.

**About us**

At Goodwood, we celebrate our 300 year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood’s success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

**Passionate People**

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood.  We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the “**world’s leading luxury experience.**”

**Our Values**

**The Real Thing Daring Do Obsession for Perfection Sheer Love of Life**

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| We employ meticulous attention to detail to create experiences, as they should be. We are honest and open. | We don't mind breaking the rules to create the best possible experiences. We will take tough decisions | It’s a team thing – everybody mucks in to make things happen. We're madly passionate about what we do | We want to make everyone feel special by loving what we do. |

**Purpose of the role**

To support the Estate Finance Director / Art Foundation Finance Director with all aspects of finance and accounting for the newly set up Goodwood Art Foundation CIC. Core duties will include Management reporting, Budgeting & Forecasting, Cash / Treasury, Reconciliation and advice on the main Capital build project, liaising with the Central finance team on Statutory reporting, VAT, audit, tax, P/L, S/L and Inter company SLA’s.

**Responsibilities**

* Manage the delivery of timely and accurate monthly Management Accounts prepared in line with Group accounting policies, including P&L variance analysis, Balance Sheet analysis, Stock, Capital, Cash and commentary.
* Produce Monthly one page summary report for the board.
* Liaise with Amicus (Project Management) on the main capital build, producing monthly financial updates and forecasts and reconciliation of costs.
* Create and then produce quarterly funding updates for donors and liaise with donors and Chapel & York on donations.
* Create and monitor SLA’s with all Goodwood departments for services, agreeing financial remuneration.
* Cash & Treasury – monitor cash forecast and ensure adequate funding is in place, this may involve setting up overdraft funding for WIP. Ensure positive cash balances are invested appropriately.
* Assist the Estate Finance Director in designing and implementing improvements in controls and establishing best practices.
* Work with the Financial controller and auditors to produce statutory accounts, VAT returns and Corporation tax returns.
* Work with the Central Finance team to review credit/debit balances on Debtor/ Creditor ledgers. Investigate and resolve as required to ensure ledgers are accurate.
* Supporting Estate Finance Director in Ad Hoc projects and identify and deliver projects that will benefit the Group – We are currently looking at implementing an electronic invoicing and expense system.

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Attention to detail
* Ability to prioritise and organise
* Proactive
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Good negotiation and influencing skills
* Excellent communicator
* A sense of fun!

**What do you need to be successful?**

* Experienced, Qualified or close to Qualified in a professional accounting qualification (ACCA/CIMA).
* Up to date knowledge of UK General Accounting Policies.
* Excellent organisational and time-management skills.
* Ability to manage workloads to deadlines.
* Confident to challenge at all levels of the business where appropriate.
* Ability to work autonomously and as part of a team.
* Able to identify and deliver control and process improvements.
* Good Microsoft Excel Skills - essential
* Be methodical, accurate and analytical.
* Excellent communication skills including effectively communicating financial information to non-financial personnel.
* Ideally (but not essential) have experience in Art, F&B, not for Profit and Event industries and of working with multiple Companies.
* Real commitment to quality
* Drive and ambition (this role takes energy)

Each role is assigned a level against our expected behaviour. Your role levels are set out below.

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| **BEHAVIOUR** | **LEVEL** |
| Think Customer | 2 |
| Communication & Trust | 3 |
| Taking Personal Responsibility | 3 |
| Encouraging Excellence & Commercial Success | 3 |
| Working Together | 2 |