



Job Description

Job Title:	Finance Manager
Responsible To:	Head of Live Events and Venues
Direct Reports:	Venue Administrators
Place of Work:	Utilita Arena and Sheffield City Hall.
Purpose of Job:	To manage and facilitate financial aspects of a whole range of events appearing in the SCTLive event spaces. To liaise, where appropriate, with promoters, event organisers, suppliers and internal clients and partners to support but also drive forward and innovate within the commercial activities of SCTLive.

Key Responsibilities:

Core Values

To promote the Company's Core Values through personal behaviour and by challenging inappropriate behaviour in others. Demonstrate an ICAN approach to all aspects of the role.

1. Customer

- Liaise with the SCTLive Business Development Team and regularly establish which events are likely to confirm at both the Utilita Arena and Sheffield City Hall to enable accurate budgeting / forecasting.
- Working alongside relevant corporate or venue teams to ensure all SCTLive debtors are managed accordingly to the business needs.
- Represent the Company professionally to all business partners.

2. People

- Be an inspiring and visible leader able to manage and develop technical skills of SCTLive financial and admin team and to act as a role model to others in the organisation.
- Liaise with relevant SCTLive leadership members or Heads of Department at the Sheffield Arena and Sheffield City Hall and Central Finance to ensure accurate budgeting / forecasting.
- Provide Finance/Admin Assistant cover as required.

3. Financial

- Support central finance in delivering accurate budgeting and forecasting preparation for the Utilita Arena and Sheffield City Hall.

- Complete PPL & PRS payments and returns for the Utilita Arena and Sheffield City Hall.
- In accordance with corporate agreed measures, be responsible for producing financial and key performance indicators for Utilita Arena and Sheffield City Hall.
- Introduce, update and contribute event P&L reporting into the Utilita Arena and Sheffield City Hall.
- Work alongside the Food & Beverage Operation Support Manager, Finance Business Partner and responsible persons at Utilita Arena and Sheffield City Hall, in setting catering prices and expected wage to sale % for event types, liaising on a regular basis to monitor progress.
- Preparation of financial settlements and invoices at Utilita Arena and Sheffield City Hall.
- Provide timely event information that supports Group cashflow forecasting.
- Ensure appropriate withholding tax payments and forms are completed and submitted for foreign entertainers.
- Take responsibility for cash handling and financial procedures at both the Utilita Arena and Sheffield City Hall in accordance with corporate policy.
- Support departments in providing accurate overtime information for correct and timely employee payment.

4. Business Development

- Work with relevant finance personnel to ensure the continuous development of Cognos as a financial reporting tool.
- Work with relevant personnel to ensure the continuous development of Artifax as a reporting tool and to ensure the uniformity of financial reporting between Artifax and Cognos.
- Identify event related areas of growth / cost savings opportunities and challenge the status quo within the Utilita Arena and Sheffield City Hall.

5. Health and Safety

- Adhere to the Company's health and safety policy and procedures at all times.
- To ensure you are proactive in ensuring all counter terrorism measures within the venue are adequately implemented and to ensure all relevant training and information sharing in the venue and company counter terrorism practices and risk mitigations are undertaken.