



Trafalgar Education

Job Description

Job Title: Finance Manager

Based at: Export House, Woking

Reports to: CFO Trafalgar Education

Stagecoach Performing Arts was founded in 1988 and continues to grow as the UK's largest network of extra-curricular performing arts schools for children, with over 50,000 students enrolled in our weekly classes worldwide.

Over the years we have seen more than one million students unlock their potential, which is something they will value for their whole life. At Stagecoach we teach our students so much more than how to sing, dance and act. We help them blossom into well-rounded individuals, ready to embrace life and all its opportunities. We encourage them to take 'safe risks' through rehearsals and performance, which brings out a willingness to take on new challenges.

With 350 franchises and 3,000 teachers worldwide, Stagecoach operates over 2,000 schools and classes and has a presence in eight countries including Canada, Germany, Malta, Spain, Gibraltar, Australia, and South Africa. Notable alumni include Emma Watson, Jamie Bell, Eleanor Tomlinson, Tuppence Middleton, Tom Fletcher, Dani Harmer, Josh Cuthbert, Danny Mac and Charlotte Jaconelli.

Stagecoach is part of the Trafalgar Entertainment family www.trafalgarentertainment.com

Job Purpose Summary

To lead, manage and develop the day to day running of the Stagecoach finance function working alongside the Trafalgar Entertainment Group team to deliver full financial, management accounting and Sales Ledger service to the business that contributes to the reduction in costs, increase in profitability and good working capital management.

As part of the Stagecoach senior team, you will attend weekly Management meetings.

Key Responsibilities & Accountabilities

- Produce group monthly management accounts and reporting packs for the Management team, Trafalgar Group and Board
- Assist in and co-ordinate annual divisional budgets and prepare consolidated budgets for the Group
- Monitor, analyse and report on results vs. forecast and budget
- Assist in and Plan and co-ordinate the annual audits for Stagecoach UK, Stagecoach Canada, Stagecoach Germany, Helen O'Grady (CI) Ltd and other companies that are part of Trafalgar Education
- Communicate regularly across all departments and establish effective working relationships through networking internally & externally to Stagecoach
- Review, develop and control financial processes to meet best practice
- Provide support for managers in areas including financial accounting, forecasting and budgeting, and control systems.
- Provide management oversight of the Sales Ledger function
- Responsible for bi-weekly cash flow production
- Lead, manage and develop the Assistant Accountant

- Liaise with Group in the management of PO processing, Accounts Payable and Group Financial management policy
- Any adhoc duties as required

Knowledge & Skills Required

- Strong technical accounting skills and experienced with Microsoft Excel to Intermediate level (SUMIF, VLOOKUP etc.)
- Excellent planning and organisational skills with attention to detail
- Able to work under pressure and meet tight deadlines
- Sound commercial awareness with drive for results
- Good communication skills – written and verbal
- Experience with Sage X3 is desirable
- Confident in decision making
- Able to work on own initiative but also within a team
- Ability to manage people

Qualifications & Experience

- 3 + years post qualification experience
- Fully qualified ACCA/ACA/CIMA with previous management experience

To apply, please send a CV and covering letter to recruitment@trafalgarentertainment.com with subject line 'SC Finance Manager'

Stagecoach is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.