

FABRICA

Job Title	FINANCE MANAGER
Hours	Part-time, 2.5 days per week 18.5 hours per week Weekdays (schedule to be agreed)
Salary	£34,000 FTE (£17,000 per annum pro rata)
Contract type	Permanent
Ideal start date	w/c 29 June 2026
Application deadline	12pm midday on Thursday 28 May 2026
Interview date	To be arranged in w/c 1/6/26 and w/c 15/6/26

Fabrica is seeking a conscientious and pro-active **Financial Manager** to join our small, friendly team. This is a key role at the heart of the organisation.

About Fabrica:

Based in Brighton's historic lanes, Fabrica is a space where everyone can take part in the arts. At Fabrica, visitors can experience culture and creativity in unexpected ways: through our ever-changing calendar of artist projects, talks, networking opportunities, group discussions, film screenings, performances and community-led events. Our year-round programme of creative workshops provide opportunities for all ages to work across disciplines including sculpture, printmaking, drawing and textiles, to support learning and increase wellbeing.

Fabrica has a small, welcoming team of dedicated and collaborative staff and freelancers. We love to work with others, from members of our local community to national organisations, to co-create and deliver various artistic and engagement-based programmes.

Our historic venue continues to play a central role in our work and community: as a place to meet, reflect and learn. We also love to be an important part of people's life events through our Venue Hire offer, hosting unique private celebrations, and weddings parties.

www.fabrica.org.uk

Purpose of the role:

The Finance Manager is responsible for the day-to-day financial management of Fabrica. Working with the Director and Trustees, the Finance Manager plays a key role in the financial planning for Fabrica's future and the financial reporting and record keeping that Fabrica must undertake as a charity, a company and as an organisation in receipt of funds from the statutory bodies, trusts and foundations and private sources.

Hours of work:

Normal hours of work will be 18.5 hours per week.

This is an office-based role, which does not offer the opportunity for homeworking, except in exceptional circumstances. You will be expected to be at Fabrica on weekdays, with specific days to be agreed and set in advance (a full workday is 7.5hrs, 9am-5.30pm with an unpaid hour off for lunch).

You may occasionally be required to work longer hours as necessary or appropriate for you to carry out your duties. No overtime is paid but time off in lieu can be taken.

Reporting and line management:

The Finance Manager is line managed by the Director. Management meetings will generally occur every 4-6 weeks but can be more frequent if necessary. Staff appraisals take place on an annual or quarterly basis.

The Finance Manager is the line manager for the Administrator (30 hours per week).

KEY TASKS

Financial Strategy & Policy

- Strategy - Help shape and review Fabrica's financial planning, making sure progress is tracked and the organisation's finances are understood.
- Policy - Work with the Director and Trustees to improve financial policies and procedures, making sure they meet the requirements of regulators such as the Charity Commission, Companies House, and HMRC.
- Controls - Work with the Director to keep clear financial processes in place, making sure they are followed properly and consistently by staff and Trustees.
- Financial Systems - Support the development of financial systems that meet the needs of Fabrica, the charity and its trading company, Fabrica Enterprises Ltd.

Financial Management and Reporting

- Risk - Identify financial risks and work with the Directors and Trustees to manage them and put appropriate safeguards in place.
- Budgeting - Support the Director in setting and managing budgets across the organisation. Provide financial information and help staff prepare budgets for funding applications and commissioned work.
- Management Accounts - Provide clear financial information to the Director, Trustees and staff. This includes income and expenditure against budget, explanations of any differences, bank reconciliations, cashflow forecasts, balance sheet checks, and journals where needed.
- Board Reports - Prepare quarterly management accounts for the Board of Trustees, ensuring papers are ready at least two weeks in advance of each meeting. This will involve working with the Finance Working Party (including the Director and up to three Trustees) to keep a clear overview of Fabrica's finances, as well as attending most quarterly Board meetings.
- Prepare the end of year accounts with the Directors and Trustees and Fabrica's appointed Accountant/Auditor.
- Monitor the financial management programme (Quickbooks) and ensuring that it remains appropriate to Fabrica's needs (ie reporting any shortfalls to the Co-Directors, costing software upgrades and training needs).
- External Reporting - Act as the main contact for auditors during the annual accounts process, preparing

financial records, supporting schedules, and all required documentation.

Payroll

- Preparing the monthly payroll using QuickBooks Online, payments for wages, Nest pensions and ensuring timely PAYE/NI payments and submission of VAT returns to HMRC
- Ensure staff sick leave and holidays are accurately recorded.

Banking and Investment

- Banking - Oversee Fabrica's relationships with banks and other financial providers, making sure funds are managed safely and effectively.
- Authority - Act as a signatory or authorised user on Fabrica's bank accounts, including handling euro transfers where needed.

Oversight on Financial Administration

The Administrator has dedicated time within their week for bookkeeping to support the Finance Manager and ensure the following tasks are completed. The Finance Manager has oversight on this work:

- Processing all Fabrica's income and payments, invoices and entry into the accounting programme (Quickbooks), including checking and entering petty cash, debit and credit card payments
- Accurate recording of VAT on income and expenditure including all Fabrica's subsidiary trading activities and timely submission of VAT returns to HMRC.
- Weekly bank reconciliation.
- Weekly Petty Cash reconciliation
- Reconciling bank statements to produce monthly management accounts, profit & loss accounts and balance sheets using Quickbooks.
- Reviewing contracts with utility/service providers to achieve the best possible value for Fabrica.
- Process all authorised invoices (cheque or BACS).
- Data entry and reporting of Fabrica's project expenditure which may run over more than one year.
- File paper and digital financial information to deadlines – see Appendix A (below): Financial Deadlines

Working practices expected from this role

- Quarterly Financial Report for Trustee Board Meetings – work with the Director and Administrator to prepare the monthly cash flow, quarterly management accounts, current year's budget sheet and financial forecasts.

- Annual Accounts - Work with the Director, Company Secretary, Chair of Trustees and Fabrica's Auditor/Accountants to ensure Fabrica meets its obligations to the Charity Commission and Companies House, including the timely submission of annual accounts.
- Grant conditions - Work with the Director to ensure that reporting and payment requirements are met so funds can be drawn down correctly and copies of offer letters are retained.
- Prepare for and attend the quarterly Trustee Board Meetings and Financial Working Party meetings
- Senior Leadership - Attend monthly staff meetings and uphold Fabrica's organisational policies. Work with the Venue Hire Manager and Director to analyse the effectiveness of Fabrica's income generation activities (ie venue hire, office hire, consultancy and individual giving).

Personal specification:

We are seeking a self-motivated and conscientious individual with strong attention to detail who can work effectively as part of a small team to meet finance reporting deadlines. Applicants should have significant relevant experience in a financial management position. The role also requires a commitment to Fabrica's community and arts development values, alongside a dedication to equal opportunities practices.

The specific knowledge, skills and experience we are looking for:

Qualifications: Qualified Accountant (CA, ACCA, CIMA other relevant qualification).

Knowledge:

- Charity Finance - A solid understanding of charitable accounting preferably from working within the charity sector.
- VAT - Knowledge or experience of VAT and trading subsidiaries, ideally in the charity sector.

Experience:

- Payroll - Experience of running monthly payroll using QuickBooks or a similar system, maintaining PAYE records and reporting to HMRC and Nest Pension.
- Financial Data Analysis – Confidence in working with financial data including producing easy-to-read reports to summarise financial information.
- Management - Experience of managing people

Skills:

- IT - Experience in using QuickBooks Online (or a similar accounting package) and Microsoft Excel.
- Good Communication - Strong written and verbal communication skills, with the ability to convey financial information to non-financial stakeholders.

Shortlisted applicants will need to undergo DBS and Right to Work checks as part of the recruitment process.

Salary

£17,000 (equivalent to £34,000 full-time)

Working days: 2.5 days / 18.5 hours per week

A full working day at Fabrica is 9am-5.30pm (7.5hrs plus one-hour unpaid lunch break)

Regular working days to be agreed

Annual leave is 0.5 equivalent to 25 days annual leave per annum plus bank holidays full-time. For instance, in 2026-27; 25 days annual leave plus 8 Bank Holidays = 33 days annual leave full time. 0.5 of this is 16.5 days annual leave.

Up to one week's equivalent hours of unspent annual leave can be carried over to the following year, with a three-month deadline to use it.

Notice and Probation

- Permanent contract subject to a three-month probationary period
- Minimum of three-months' notice period

Training & professional development

The Finance manager would be expected to undertake CPD as part of their role in response to any changes in legislation and the requirements of statutory bodies. This normally takes place within or in lieu of office hours.

To Apply

Applications must be made by email prior to the **deadline of 12pm, Thursday 28 May 2026**

Please complete the [online form](#) available on our website: (fabrica.org.uk/jobs) and attach the following:

1. An application letter no longer than one side of A4
2. A relevant CV
3. When completing the online form, please include your availability for interview in the weeks commencing 1st and 15th June, and your working availability for the role.
3. A completed anonymous [Equality and Monitoring Form](#) (this can also be found via a link provided on the website vacancy listing). These are optional but are important in developing a better understanding of our recruitment processes.

Interviews will take place in person, on dates to be agreed with each shortlisted applicant

Shortlisted applicants will be notified by email in the first instance to arrange an interview time, but we might follow up with a phone call.

All applicants will be contacted by 29 June at the latest.

Fabrica is a disability-inclusive employer. We welcome applications from people with disabilities, including those with neurodivergence, mental health or long-term health conditions. The building is Grade 2 listed, does not have a lift and parts of it may only be accessed via stairs. Please use the online application form to let us know if you need any adjustments for the recruitment process. Any information you provide will be in the strictest confidence and only used for the purpose of providing the adjustments needed. Requesting adjustments will not adversely affect the outcome of your application.

For more information on Fabrica's venue accessibility, see our website fabrica.org.uk/accessibility

If you have any further questions regarding this role, please email office@fabrica.org.uk or call 01273 778646.

Appendix A:

Finance & Mgt Reports/Returns	Deadlines
Payroll	
Wages processing and BACS payments	25th of every month
Nest Pension Return - Paid by DD	26th of every month
PAYE/NI to HMRC and P32 BACS payment	19th of every month
Check and Submit QuickBooks HMRC End of Financial Year Reports	8th April
Process P60s for staff	8th May at the latest
Update QuickBooks Payroll for the new payroll year including Tax Codes and Registering for Small Business Allowance (£10,500)	First week of April
VAT Returns to HMRC	first week of Feb, May, August, November
Quarterly information for the Accountant	QuickBooks information to be ready for the accountant at least a 1.5 week before deadlines
Management Accounts Reports for Finance Scrutiny & Trustees Meetings	Quarterly - To work with the Directors
Budget vs Actuals and Variance Analysis Reports	2 weeks before the board meeting
Cash flow Reports	Monthly
Review and Update the Financial Mgt Control Policies and Procedures with the Directors	Yearly and in time for the Annual Accounts Report to trustees
Annual Accounts Report Information for Accountant	31st March - QuickBooks information by end of July
SOFA Report	31st March - Income and Exp by funder spreadsheet for the accountant.
Galleries and Museums Tax Relief Report Figures for the Accountant.	figures should be send to the account by mid February the latest
Charity Commission Annual Returns	March for both Fabrica charity and Fabrica Enterprises.
Companies House - Webfiling	14th March - Webfiling for Fabrica Enterprises
	8th April - Webfiling for Fabrica Charity
Accountant Responsible for	
Companies House - File Company Tax Return	Fabrica Enterprises - 31st March
Companies House - File Company Tax Return	Fabrica Charity - 31st March
Diocese of Chichester	
Building Lease - to be paid qtrly on	April, July, Oct and Jan
Building Insurance - to be paid qtrly on	April, July, Oct and Jan