

FINANCE & COMMERCIAL MANAGER

Reports to Chief Executive | £45,000 - £52,000 depending on experience

JOB DESCRIPTION

The Grange Festival is seeking an experienced and multi-skilled Finance & Commercial Manager to oversee both the financial management and commercial operations of The Grange Festival. This role requires strong financial acumen, commercial experience, and cross-team leadership skills. You will oversee all aspects of the organisation's financial activities including budgeting, bookkeeping, payroll, tax compliance and relief/gift aid claims, while simultaneously overseeing key commercial areas such as Dining, Art, and Retail, and leading on commercial discussions related to suppliers, insurance, leases and risk. The position requires exceptional attention to detail, analytical thinking, and the ability to develop business plans for new initiatives. This role is ideal for someone with a background in financial management who also understands operational processes and profitability drivers, ideally within the arts, hospitality, or events sectors, and can build trust and accountability across all areas of the business.

The successful candidate should be a full or part-qualified accountant (CIPFA, CIMA, ACA or ACCA or equivalent qualification), with wide-ranging experience of financial management in a complex organisation with multiple income streams.

This is a full-time, in-office role based at our rural offices near Alresford. Our location means a driver's license and access to a vehicle is essential for the position. The ability to work some evenings and weekends is required, particularly during the Festival period from May to July, when commercial operations are at their peak.

KEY RESPONSIBILITIES

Finance

- Developing and monitoring annual budgets in collaboration with department heads
- Maintaining effective financial controls and procedures
- Managing cash flow and financial forecasting
- Processing and overseeing all financial transactions, including income and expenditure
- Managing all bookkeeping and maintaining accurate financial records
- Managing tax compliance, including VAT returns and Gift Aid claims
- Overseeing payroll administration and ensuring compliance with HMRC requirements
- Producing monthly management accounts and financial reports
- Preparing year-end accounts and supporting the annual audit process
- Providing financial analysis to support decision-making
- Ensuring compliance with financial regulations and charity accounting standards

Commercial

- Overseeing contracting and operations for Festival dining, including supplier relationships
- Managing Art and Retail operations, including inventory, pricing, and sales analysis
- Developing commercial strategies to maximise revenue across all income streams
- Support budget owners (e.g. operations, production, marketing, fundraising) with decision support and financial modelling to improve return and cost containment
- Producing financial reports for fundraising activities and grant applications
- Analysing ticket sales data and support all pricing and financial decisions related to ticketing, membership and fundraising, with detailed financial modelling
- Creating comprehensive business plans for new events and commercial opportunities
- Conducting feasibility studies and commercial analyses for potential initiatives
- Managing commercial relationships with key partners and suppliers
- Identifying opportunities for commercial growth and improved efficiency
- Ensuring all commercial activities align with the organisation's charitable objectives
- Supporting negotiations with commercial partners and stakeholders

REQUIRED SKILLS & EXPERIENCE

Essential

- Qualified accountant (ACCA, CIMA, ACA) or equivalent experience
- Proven experience in financial management and reporting
- Experience in commercial operations management
- Strong analytical and problem-solving skills
- Excellent attention to detail and accuracy
- Proficiency with accounting software and Excel
- Experience in budget preparation and monitoring
- Knowledge of financial regulations and compliance requirements
- Strong communication and interpersonal skills
- Ability to work effectively with various stakeholders
- Proven ability to manage multiple priorities in a fast-paced environment
- Experience in contract management and negotiation

Desirable

- Experience working in the arts, culture, or charity sector
- Understanding of charity accounting and SORP requirements
- Knowledge of event operations or festival management
- Experience with hospitality or retail management
- Understanding of The Grange Festival's programming and activities
- Experience in business planning and commercial strategy development
- Knowledge of fundraising financial requirements for arts organisations
- Experience implementing or managing financial systems

Additional Requirements

- Availability through the full Festival period
- Commitment to working in a target-driven environment
- Willingness to work flexible hours including some evenings and weekends
- Successful candidates will be subject to enhanced reference checks and a basic criminal record check

ABOUT THE GRANGE FESTIVAL

The Grange Festival offers exceptional experiences of opera, dance, and jazz during June and July, on an unparalleled English country estate sixty miles southwest of London, and nine miles northeast of Winchester. The carefully curated programme aims to delight audiences with a thrilling range of work, connecting them with awe-inspiring creativity and world-class artistry in every performance.

Central to the experience at The Grange is the iconic Grade-I listed Neoclassical mansion house, one of the finest examples of Greek Revival architecture in Europe and protected under the guardianship of English Heritage. Performances are held in a 622-seat RIBA award-winning theatre built inside a wing of the mansion, originally constructed as an orangery in 1825. Festival audiences can explore the house and grounds, and each performance features an extended dining interval with a range of options to choose from.

As a charity, The Grange Festival advances the arts by commissioning new productions and championing the work of a wide range of creatives and artistic companies, as well as helping new audiences discover opera, dance, jazz and other artforms. Throughout the year, the charity also delivers a wide portfolio of projects with schools and community partners, including partnerships with Hampshire Music Education Hub, University of Winchester, English Heritage and other charities.