



# Head of Finance Job Application Pack

January 2024

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## Job Description

<b>Job Title:</b>	Head of Finance
<b>Responsible to:</b>	Chief Executive Officer
<b>Responsible for:</b>	Finance Officer
<b>Terms:</b>	Part Time – 0.6 (three days or hours to be agreed)
<b>Salary</b>	£45,000 (pro rata)

The Head of Finance is a part-time position. Hours and place of work can be negotiated for the right candidate. Occasional evening work will be required to service trustee meetings. NTR staff combine working from home with an expectation to be in the office at least 2 days per week (including Wednesday for team meetings).

### **New Theatre Royal is seeking an experienced, hands on, dynamic, and organised Head of Finance.**

The Head of Finance is an integral member of the leadership team, overseeing all financial processes for the charitable organisation that is responsible for the Grade II\* listed building, the staff, the programme and diverse forms of income generation.

The successful candidate will have a passion for culture, a keen attention to detail, an appetite for developing new income streams and a capacity for teamwork and collaboration.

### **Purpose of post**

As Head of Finance, to ensure the integrity of financial activities and financial records by developing, implementing, and maintaining accurate and efficient systems and processes.

You will report to the CEO and the Board and work closely with the Operations Director. You will play a strategic role as well as undertake routine accounting tasks. You will manage all budgets and controls, provide analysis, development, and maintenance of the management accounts to trial balance and to ensure the long-term financial stability of the charity.

Business partnering with the CEO and the Operations Director, providing actionable financial information to staff at all levels and to the board.

You will ensure that the company has appropriate financial policies and procedures in place to ensure the ongoing financial health of the charity is maintained. You will also support all departments within the theatre in managing data, ensuring robust systems are in place throughout.

## **Main Responsibilities**

To support the CEO in producing business plans, profitability analysis and financial strategy.

To be a part of the Senior Leadership Team, to deliver the business plan of the Theatre and ensure that internal teams are fully coordinated and motivated to create the highest level of achievement.

Assist in the identification and development of suitable grant applications.

Work as an effective team member and promote teamwork between departments on shared activities and responsibilities.

Attend internal and external meetings with heads of department, funders and stakeholders and presenting to the charity board when necessary.

Lead by example, living out the quality standards of the organisation

## **Financial Management and Control**

- Play a major role as part of a small senior team in developing the long-term strategy and associated financial budgets, targets and KPIs
- Ensure that all financial transactions of the business are recorded and processed accurately and on a timely basis
- Provide management accounts information to the senior team and the Board
- Ensure the accuracy and control of the balance sheet
- Provide additional financial information to the CEO and the Board as required, including developing new reports
- Ensure that the New Theatre Royal meets its statutory and financial requirements to include the preparation of reports and returns for VAT, Tax, Gift Aid, PRS & PPL
- Ensure appropriate project accounting and reporting for Funders, Partners, Theatre Tax Relief
- Facilitate the annual full audit process and the quarterly interim audit process
- Ensure that accounts are completed and filed with Companies House and the Charities Commission on a timely basis
- Ensure the Finance team works within an effective, efficient and compliant financial framework
- Provide information and support for Chief Executive in the financial forecasting process, including individual budgets for each financial year
- Ensure the effective preparation of settlements for touring companies within deadlines, liaise with external promoters, make appropriate financial settlement when approved
- Effective monitoring of actual revenues and expenses against budgets including analysing variances and raising any concerns with the Chief Executive

- Prepare a formal report for the Chief Executive of the finance functions once a month
- Attend regular meetings with the Chief Executive armed with key data
- Monitor any capital projects work and budgets providing effective and timely reporting
- Support regular FOH stocktakes, providing analysis of results including recommending procedures
- Be responsible for maintaining and developing accounting software
- Be responsible for maintaining the asset register
- Other tasks include: Reconciliation of control accounts, posting journals, credit card reconciliation, petty cash control, bank account administration

## Management

Line manage the Finance Officer a part of the finance team including:

- Agreeing objectives for the department based on the needs of the organisation
- Develop, mentor and coach team members to be the best they can be
- Planning, monitoring and appraising results
- Conducting quarterly 121 meetings with direct reports, closely monitoring and evaluating agreed aims and objectives
- Creating and developing control systems, policies, procedures and productivity standards
- Ensuring that the output is of a high standard, accurate and consistent

This job description will be reviewed on a regular basis and will, in consultation with the post holder, be adjusted as necessary in line with the developing nature of our activities.

## Person Specification

Criteria	Essential/ Desirable	Method of Assessment
Attainments	<b>Essential</b>	<ul style="list-style-type: none"> <li>• ACA, ACCA or CIMA qualified or QBE</li> </ul>
Special aptitudes / knowledge	<b>Essential</b>	<ul style="list-style-type: none"> <li>• Experience in using Microsoft Office software including Word</li> <li>• Proficient Excel user</li> <li>• Proven experience of using Xero or similar financial accounting software</li> <li>• Proven experience of leading and managing a small team</li> </ul>

		<ul style="list-style-type: none"> <li>• Excellent verbal reasoning, numeracy and literacy skills</li> <li>• Experience in the preparation of financial accounts</li> <li>• Experience of producing an annual budget, its distribution and control.</li> <li>• Experience of working with financial regulations</li> <li>• Proven experience in producing or supporting the production of monthly accounts</li> <li>• Experience of managing within a busy office environment undertaking a range of admin /finance based tasks in a senior management position</li> <li>• Experience of cash handling and developing /managing cash handling systems</li> <li>• Experience in the preparation of financial procedures and work instructions</li> </ul>
	<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience of working in a venue or production environment</li> <li>• Experience of charity regulations and accounting (SORP)</li> <li>• Knowledge of accounting for charities and their trading subsidiaries</li> <li>• Knowledge of VAT issues for charities</li> <li>• Knowledge of Theatre Tax Relief</li> <li>• Knowledge of theatre/voluntary sector</li> </ul>
<b>Disposition</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>• Self-starter with an enthusiastic approach</li> <li>• Excellent communicator with colleagues at all levels</li> <li>• Accepts and seeks responsibility</li> <li>• Accurate with good attention to detail and a natural aptitude for data and figures</li> <li>• Capable of performing well under pressure</li> <li>• Ability to use initiative and problem solve</li> <li>• Team player</li> <li>• Desire to make a positive contribution to the cultural development of Portsmouth</li> </ul>

## Terms & Conditions

Salary	£45,000 (pro rata)
Contract	Permanent, Part Time
Hours:	0.6 (three days or hours to be agreed)
Holiday	28 days including bank holidays (pro-rata)
Probation	This post is subject to a six-month probationary period
Notice	One month during probationary period, three months thereafter
Benefits	Complimentary or discounted tickets to selected shows ( <i>conditions as per New Theatre Royal policy</i> ).

## How to apply

Please email your CV and covering letter to [recruitment@newtheatreroyal.com](mailto:recruitment@newtheatreroyal.com) and click the link to complete the [Equal Opportunities Monitoring Form](#).

Closing Date: **Monday 19<sup>th</sup> February 2024 at noon**

Interview Dates: **Interviews will be held late February/early March 24**

We are proud to be an equal opportunity employer and strive to provide a platform for everyone.

The value of equal opportunities runs through the heart of the organisation. A diverse team and their range of experiences are vital to the Theatres success, we still have work to do to make sure that our team represents the communities we serve. We actively encourage people with different and diverse backgrounds to join us.

The equal opportunities google form is anonymous and used for monitoring purposes. [Please click here](#)

## **The New Theatre Royal Portsmouth**

New Theatre Royal is a beautiful grade 2\* listed 664-seater Theatre located in the heart of Portsmouth. We present a wide and varied programme of music, theatre and comedy. New Theatre Royal is a vibrant and dynamic place to work,

**Click the link to meet the team**

## **THE TEAM**

### **Data Policy**

Information provided by you on this application form may be copied for use during the recruitment process. Once the recruitment process is completed, the data will be electronically stored for upto 6 months, and then destroyed. If you are the successful candidate, the relevant information may be taken from this form and used as part of your personnel record.