

JOB DESCRIPTION

Post:	Head of Finance
Responsible to:	Finance Director
Responsible for:	Finance Administrators

Bristol Old Vic & Theatre Royal Trust exists to inspire and delight the people of Bristol and beyond, with excellent live theatre.

To do this, we need to ensure that the finances for the organisation are sustainable in the longer term. We now need someone to join our team as maternity cover to help make sure that we are making the most of our opportunities.

Purpose of the Role

The role takes in the breadth of activity across the theatre and studio including our world class productions, cutting edge visiting work, comedy and family shows, as well as the bar and kitchen, events (including weddings), the build and sale of production scenery in our workshop, and the production of films through our digital subsidiary.

The postholder manages the finance team and all financial systems and processes used in the organisation. They prepare the monthly management accounts and statutory accounts for the commercial entities owned by Bristol Old Vic and are guardian of the financial systems and reporting. The postholder liaises with the producers (film and theatre) and engagement team ensuring integrity of the productions' financial reporting.

Key Duties and Responsibilities

Financial Management & Reporting

- Lead month-end close and improvement of processes around month-end.
- Prepare accurate and timely monthly management accounts, working with budget-holders and the Finance Director.
- Calculate and post monthly journals, prepayments and accruals.
- Prepare and manage the cashflow forecast.
- Lead statutory and grant funder reporting.
- Lead year-end close.
- Manage the annual external audit process.
- Ensure procedures and processes are well documented and understood and compliant with the Charity Commission.

Transactional Finance

- Manage the transactional finance team, supporting delivering of:
 - accounts payable, accounts receivable and cashbook functions, ensuring the team are accurate and meeting deadlines.
 - weekly and monthly payrolls, reconciliations and journal posting and ensuring payments are made to HMRC, Nest and Equity.
 - monthly bank reconciliations and treasury management; supervision and reconciliation of physical cash.
 - monthly balance sheet reconciliations.
 - reconciliation of intercompany accounts.
 - accurate and timely reconciliation and posting from non-finance systems:
 - Spektrix (box office, gifts and donations);
 - Payroll;
 - Till / POS systems (food, beverage and merchandise).
- Preparation and submission of VAT, gift aid and PSA returns.

Finance Systems Management

- Lead the continuous improvement of the finance and purchasing systems.
- Be key point of contact for finance software configuration and management with responsibility for system security and efficiency.
- Manage system users and access.

Personnel

- Provide support and coaching to staff.
- Conduct annual appraisals and reviews.
- Highlight and arrange training opportunities, including on finance systems.
- Deputise for Finance Director as required.
- Provide support for and attendance at Board Meetings as required.

Organisation Wide Responsibilities

The following responsibilities are shared by all staff members of Bristol Old Vic:

- To work for the benefit of the whole organisation
- To comply with all Bristol Old Vic policies including Equal Opportunities, Dignity at Work, RESPECT Charter, Health & Safety, Safeguarding and other policies included in the Employment Manual and Staff Handbook
- To attend regular staff meetings and other departmental meetings that may be arranged.
- To keep up to date with the activities of the organisation
- Undertake additional duties as may reasonably be required

PERSON SPECIFICATION

Skills Knowledge and Experience	
Essential	Desirable
- Fully qualified accountant (ACA, ACCA, CGMA/CIMA, CIPFA or equivalent). Qualified by experience will also be considered. - Experience of managing a finance team. - Experience of managing people	- An interest and knowledge of the theatre. - Experience of payroll and purchasing systems - Knowledge of Charity Accounting Regulations (Charity SORP)
Behaviours and Attitude	
- Flexibility, initiative, dedication and commitment. - Willingness to learn new skills and activities. - Self-motivated, resilient and able to work un-supervised. - Excellent planning and organisational skills. - Ability to work effectively at all levels and contribute as a member of a team. - Excellent communication and interpersonal skills. - Work well under pressure and to deadlines. - Understands the importance of good internal and external customer relations. - An excellent eye for detail and a commitment to excellence. - Reliable and takes a positive and enthusiastic approach to work - A sense of humour	

TERMS AND CONDITIONS

Hours:	35 hours per week
Contract:	Fixed Term (11 months with possibility of extension)
Salary:	£47.5k per annum
Holiday:	5 weeks per annum (25 days) plus bank/public holidays, pro rata for part-time employees. Additionally, you will receive 1 day off for Christmas Eve and 1 day off for your Birthday (these are non-contractual).
Probation:	Three months' probation period (during which there is one week's notice on either side)
Pension:	Bristol Old Vic provides an auto-enrolment pension scheme in line with UK employment legislation. You will automatically be enrolled after 3 months of employment, unless you meet the exemption criteria or wish to opt out.
Notice period:	Three months' notice following successful completion of probation period
Location:	Theatre based with flexibility for some hybrid working

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent references, which are satisfactory to Bristol Old Vic.
- Verification of identity and Right to Work in the UK to be produced at interview stage.