



## Qualified Accountant - Application Information

Thank you for your interest in the post of **QUALIFIED ACCOUNTANT** at Bristol Old Vic

The contents of this pack include:

- Information about Bristol Old Vic
- A job description including person specification

### How to Apply

Please apply with a current CV and - after carefully reading the job description and person specification - include a covering statement detailing how your skills and experience match the requirements for this role.

Your application should be addressed to: Emma (HR assistant)

Please submit your application by email to: [jobs@bristololdvic.org.uk](mailto:jobs@bristololdvic.org.uk)

The closing date/time for applications is **midday on 21 January 2021** – no late applications can be accepted, as shortlisting will take place immediately after applications close. Receipt of your application will be confirmed by email.

**Interviews scheduled for: the week commencing 1 February 2021**

We look forward to hearing from you!



## Vision

### *A world transformed by your imagination*

#### ABOUT US

Bristol Old Vic is the longest continuously-running theatre in the UK and following a recent £12million redevelopment project, is now one of the most modern and comfortable with state of the art rehearsal rooms, a dramatically extended forestage and precision-engineered sightlines giving audiences an even more intimate theatrical experience.

Our mission is to create pioneering twenty-first century theatre in partnership with the people of our energetic city; inspired by the history and magical design of the most beautiful playhouse in the country.

We are led by artists who see the world with distinctive clarity and whose ability to articulate what they see allows us to understand and engage with our world afresh, whether that be through our 350-strong Young Company, our many outreach and education projects or helping ascendant artists by nurturing the spark or seed of an idea into something fully-formed.

We are publicly funded by Arts Council England and Bristol City Council, using that investment to support experiment and innovation, to allow access to our programme for people who would not otherwise encounter it or be able to afford it and to keep our extraordinary heritage alive and animated.

#### Our Mission

- Inspire, delight and surprise the people of Bristol and far beyond with excellent live theatre in an atmosphere of creativity, welcome and adventure
- Bring creative opportunity to every neighborhood and community of our city
- Build creative pathways for writers, actors and theatre-makers in Bristol and the region
- Protect, share, celebrate and be inspired by the heritage of Britain's oldest theatre
- Develop a dynamic, flexible and profitable business, which embraces and exploits the value of our brand
- Belong to and engage with the whole city of Bristol
- Ensure that our business is flexible, resilient and environmentally sustainable

We strive to be welcoming, professional and boundlessly curious; playful, ambitious and rigorous; resourceful, honest, and generous; collaborative, Bristolian, world class and bold.

We try to remember at all times that everything we do is an experiment, that uncertainty makes discovery possible and that it is our job to explore rather than to define.



## JOB DESCRIPTION

Post:	Qualified Accountant
Responsible to:	Finance Director
Purpose:	To assist with Finance Director with the management of the Finance Team, as well as compliance processes such as statutory reporting, and internal management accounts.

### Purpose of the Role

To carry out all necessary operational and accounting procedures using Sage Line 50 and other office systems including Excel.

To maintain the financial and operational information systems under the direction of the Finance Director.

To provide a supervisory role to other members of the Finance team under the direction of the Finance Director, including;

- the review of the monthly VAT returns, Gift Aid returns, payroll reports, theatre settlements, and finalising weekly BACS payments,
- training and mentoring other members of the finance team to assist in their continuing professional development,
- oversee and maintain the Accounts inbox.

With the assistance of the Finance Director;

- finalise the monthly management accounts,
- regularly meet with the Finance Director and budget holders to explain their monthly financial reports,
- report any forecasting information to the Finance Director.

There is a great deal of flexibility with this role, dependent on the candidates prior experience. The Finance Director will work closely with the successful candidate to build a training plan to ensure there are development opportunities.

### Structure of the Team

The finance team is comprised of the Finance Director (part of the Senior Management Team), a Trainee Accountant (CIMA), a Trainee Accountant (AAT) and a Finance/HR Assistant.

### Key Responsibilities

#### Income

- Review and approve sales invoices raised by the Trainee accountant, including the treatment of output VAT.

#### Production review and settlements

- Review and approve the weekly settlements for visiting production companies prepared by the Trainee accountant.

#### Expenditure

- Assist the Trainee accountants and HR & Finance assistant with coding for expenses where necessary.
- Assist the Trainee accountants and HR & Finance assistant with questions regarding reconciliations of bank, petty cash and trade creditors, where necessary.
- Complete the final sign off of weekly supplier BACS payments once a week, as well as any one-off payments.



- Maintain cashflow forecasting with the assistance of the Finance Director.

#### **Payroll**

- Assist the Finance Director and the Trainee accountant with the administration of the payroll, including completing the initial review of payroll reports produced weekly and monthly.

#### **Monthly management accounts**

- Deal with budget holder queries and producing departmental budget holder reports.
- Review the completed trading accounts produced by the Trainee Accountant.
- Assist the Trainee accountant with the quarterly maintenance of the Fixed Asset Register.
- Review the production reports for the Trust management accounts, as well as the control account checks, both completed by the Trainee accountant.
- Assist the Finance Director with the recording of restricted and unrestricted funding.
- Finalise the Trust monthly management accounts, as well as train and develop the Trainee accountants understanding of this process.

#### **VAT returns**

- Complete a final monthly VAT review, and confirm submission to HMRC, with the Finance Directors assistance where necessary.

#### **Statutory accounts and Theatre Tax Returns**

- Assist the Finance Director with the preparation of the Statutory accounts, including the completion of the ETB for the year end and collation of data for the year end audit.
- Prepare the Theatre Tax Relief calculations.
- Assist the Finance Director with the management of auditors' queries during the two-week audit in July.
- Assist the Trainee accountants and HR & Finance assistant with year-end archiving where necessary.

#### **Other compliance**

- Review and assist the Trainee accountant with the quarterly Withholding Tax Return.
- Review and assist the Trainee accountant with the Gift Aid Return.
- Assist the Finance Director with the maintenance Companies House and the Charity Commission records.

#### **Supervisory Responsibilities**

- Under the direction of the Finance Director, assist with the training and mentoring other members of the finance team to assist in their continuing development.
- Line management responsibilities are a possibility with this role, dependent on the individual candidates level of experience with management of staff.

#### **General Finance**

- Maintain and manage the Accounts Mailbox and distribution of email correspondence and internal/external post
- Issue and record new Departmental Codes
- Undertake other administrative tasks as required
- Provide cover for other finance colleagues in their absence
- There are lots of opportunities to assist the Finance Director with the improvement of Finance and IT Processes.

#### **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 BOV policies including Equality and Diversity, Health & Safety and other policies included in the 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

Factor	Essential	Desirable	Assessed by
Qualifications:	CIMA, ACCA, or ACA qualified		Certificates to be presented
Knowledge and Skills: Level of knowledge required to enable a person to carry out the job.	<p>Knowledge of financial procedures policies and accounting code structures</p> <p>Ability to identify errors and make correction to financial records</p> <p>Intermediate knowledge of Microsoft Office, especially Excel and the use of formulas</p>	<p>Knowledge of the financial workings of a theatre</p> <p>Knowledge of Excel macros</p>	Application / Interview
Experience:	<p>Utilising Sage Line 50 or a very similar computerised financial system</p> <p>Preparing management and statutory accounts, including the maintenance and reconciliation of control accounts.</p> <p>Preparing VAT returns, as well as having a good understanding of basic VAT rules.</p> <p>Experience of maintaining a portfolio/being responsibility for certain tasks within a larger team.</p> <p>Experience of training and mentoring junior members of staff.</p>	<p>Wider knowledge of other accounting systems such as Xero and Quickbooks.</p> <p>Preparation of Gift Aid Returns, Theatre Tax Relief calculations and Withholding Tax Returns.</p> <p>Knowledge of more complex VAT regulation such as partial exemption, and the ability to perform VAT research using legislation.</p> <p>Assisting with budgets, forecasts and cashflows.</p> <p>Knowledge of the industry is helpful but not essential.</p>	Application / Interview/Certificates
Decision Making:	<p>Demonstrates a logical and methodical approach with attention to detail and accuracy</p> <p>Able to work on own initiative, and willing to get stuck in.</p>		Application / Interview
Interpersonal Skills:	<p>Ability to liaise closely with internal colleagues and external agencies, and working as a part of the Finance team.</p> <p>Effective written and verbal communication skills</p> <p>Excellent organisational skills.</p>		Application / Interview



## TERMS AND CONDITIONS

Hours:	35 hours per week (a job share may be considered for this post)
Contract:	Permanent
Salary:	£32,000 to £35,000 pro rata per annum, dependent on level of experience
Holiday:	5.6 weeks per annum (28 days) including bank/public holidays, increasing to 33 days including bank/public holidays after the completion of one full holiday year.
Probation:	Three months' probation period (during which there is two weeks' notice on either side)
Pension:	It is the law that, depending on your age and level of earnings, we may be required to automatically enrol you into a workplace pension scheme where both you and the company will be required to make contributions (auto enrolment pension scheme).
Notice period:	One months' notice following successful completion of probation period

### 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. NB: References produced by candidates will not be accepted.
- Verification of identity and Right to Work in the UK to be produced at interview stage.

### Application process

Closing Date:	Midday on 21 <sup>st</sup> January
Interviews:	Week commencing 1 <sup>st</sup> February 2020
Start date:	As soon as possible