

## ROYAL EXCHANGE THEATRE



### **JOB DESCRIPTION**

JOB TITLE: Head of Finance  
SALARY: £40,000 per annum  
HOURS: 40 hours per week  
CONTRACT: Permanent  
REPORTS TO: Finance Director

### **Job Context**

The Royal Exchange is a Manchester based producing theatre company (founded 1976) housed in the Royal Exchange building in the centre of the city. The building has two theatre spaces – a 750 seat module configured in the round and a 90 seat flexible format studio space.

The Royal Exchange Theatre (RET) produces and presents theatre productions, and delivers a creative learning program.

### **JOB OVERVIEW**

To assist in the day-to-day responsibility for managing the financial integrity of the Theatre. Including the implementation of financial controls, managing financial reporting systems, legal/tax compliance and the provision of effective support to operational line managers in meeting their financial objectives. This role manages the Assistant Management Accountant and Payroll & Finance Administrator.

### **DUTIES AND RESPONSIBILITIES**

- Assist with the collation and reporting of monthly management accounts within agreed timescales whilst maintaining and managing accurate records to ensure integrity and compliance with tax and audit legislation.
- In conjunction with the finance team, review and update policies covering all financial processes and ensure they are effectively communicated to appropriate employees.
- Assist with the development and promotion of budgetary control procedures and financial disciplines that, whilst flexible, support budget holders in achieving their operational objectives and, at the same time, ensuring RET meets its legal obligations.
- Work closely with the Head of Commercial to interpret, reconcile and report on all commercial activity and overhead costs.
- In conjunction with the FD work with individual budget holders across the organisation to ensure controls are in place, variances are explained/understood and the department is adequately supported with financial information and guidance.



- Close out produced shows, ensuring all income and expenditure is fully captured in the accounts in a timely manner before releasing to the I&E
- In conjunction with the FD and Finance team, complete monthly reconciliations of control accounts within the financial ledgers.
- Provide assistance and cover for payroll as and when required.
- Ensure the fixed asset register is updated and maintained and assets are depreciated in line with company policy.
- Complete and assist with quarterly VAT returns including annual SMO calculations and annual adjustment.
- Oversee weekly/monthly pension collections and payments to providers and reconcile accounts on a monthly basis.
- Assist with the daily, weekly and monthly cash flow reporting including cash spot checks.
- Assist the Finance Director with the preparation of the annual audit.
- Increase and maintain understanding of finances for non-financial managers.
- Develop good relationships and maintain communication with suppliers of the finance system and associated finance systems to ensure the smooth running of all finance applications, liaising with IT departments as necessary and ensuring maintenance contracts and licenses are kept up to date.
- Comply with and uphold the principles of relevant legislation and company policies and procedures.
- Be an ambassador and advocate for RET and promote the theatres company values and behaviours.
- Undertake any additional tasks as may reasonably be required from time to time.

It is a requirement of RET that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the Company. Please note the job description for this position may be reviewed and amended to incorporate future business needs.

**Please note: Due to the nature of this job the post holder will be subject to a DBS check before the appointment is confirmed.**



### **Duties and responsibilities of all members of staff**

- Be aware of the work of other departments in the achievement of the Royal Exchange Theatre's aims and to take an active part in communicating and co-operating with other staff and departments
- Work in accordance with the Equality and Diversity policy of the Royal Exchange Theatre and to participate in the achievement of the Theatre's Diversity action plan
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety policy
- Abide by other guidelines, procedures and policies provided by the Company
- Take part in such working groups and committees as might from time to time be required for the fulfilment of departmental or company aims

### **Person specification**

#### **Essential**

##### *Experience*

- Proven record of working within a busy finance environment from basic process up to management account level.
- Experience of delivering monthly management accounts and analysing data.

##### *Skills and Knowledge*

- Good communication skills, both written and verbal
- High level of accuracy and detail
- Advanced Excel skills
- Excellent analytical skills

##### *Education, Training and Qualifications*

- Demonstrates qualified by experience or Part-Qualified with AAT, CIMA or equivalent

##### *Personal Attributes*

- Commitment to achieving high standards and working within tight deadlines
- To be discreet whilst dealing with confidential information
- Flexible approach to working hours and some instance to work above contracted hours when required
- Ability to multitask
- Ability to plan and prioritise work effectively
- Proactive and enthusiastic attitude



- Ability to work under pressure whilst remaining calm
- Ability to work effectively with all staff members across the organisation

### **Desirable**

#### *Experience*

- Working in a theatre environment

#### *Skills and Knowledge*

- Experience of using Sage Line 50 finance system
- Familiar with GDPR process
- Qualified Accountant: AAT, CIMA or equivalent

#### *Education, Training and Qualifications*

- Working towards a qualified management account qualification or qualified

#### *Personal Attributes*

- Enthusiasm for theatre and the arts

Ability to communicate with Senior Management team verbally and written