

NEW VICTORIAN THEATRE



FINANCIAL CONTROLLER (TEMPORARY)
JOB PACK
JUNE 2017

WELCOME

Thank you for your interest in the post of Financial Controller (Temporary) at New Vic Theatre.

NEW VIC THEATRE INFORMATION

*Our mission is to make excellent theatre in the round and
be a force for positive change in our region.*

Our vision is of a theatre which:

- Makes distinctive theatre in distinctive spaces
- Increases engagement with the arts, especially among young people
- Nurtures artists and the artform
- Showcases Staffordshire and Stoke-on-Trent as places where creativity and excellence thrive
- Inspires local pride, making this a better place to live, work and do business
- Works in partnership with Arts Council England and Local Authorities to make investment go further and achieve more

The New Vic is one of the country's most successful producing theatres and a key part of the region's cultural life, engaging 150,000 people each year. We deliver a programme of international-class work made with local audiences in mind, complemented by an award-winning community programme, and education work which alone reaches around 25,000 people of all ages per year. Built in 1986 as Europe's first purpose-built theatre-in-the-round, the theatre has a special role to play in the architectural heritage of theatre development. We recognise our responsibility to provide tangible returns for the public investment we receive, and therefore seek through all our work to help make the local community a better, safer and more inspiring place to live and work.

We explore new and exciting theatre through a continued programme of investment in artistic development. Our busy programme includes both award-winning, in-house work and touring productions.

Theatre-in-the-round is a democratic ideology, it radiates through all our work ensuring that the local communities of Staffordshire and Stoke-on-Trent have a sense of ownership and engage with the theatre at every level. As one of only a few local arts organisations, our award-winning New Vic Borderlines, and New Vic Education ensure we are key to the cultural life of the region. Alongside this the theatre leads, Appetite, an Arts Council England Creative People & Places programme, to engage more people in Stoke-on-Trent in the arts. We are committed to increasing aspirations, empowering communities to tackle complex social issues and making a real difference in an area that experiences serious deprivation.

Other recent achievements include becoming the first building based theatre company outside London to become a National Theatre Studio Affiliate and receiving critical acclaim for our productions of *Around the World in 80 Days* and *Dracula*.

“standing ovation for this beautifully-executed magnificently preposterous romp”
★★★★★ The Independent for *Around the World in 80 Days* 2014

“the first half is one of the most impressive hours I’ve spent in the theatre for months”
★★★★★ The Observer for *Dracula* 2015

The New Vic operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council, Staffordshire County Council and Stoke-on-Trent City Council

JOB DESCRIPTION AND ROLE INFORMATION

JOB TITLE: FINANCIAL CONTROLLER (TEMPORARY)

Responsible to: Managing Director

Responsible for: Finance and Payroll Officer, Finance Officer and Finance Assistant

PURPOSE OF POSITION:

To be responsible for the planning and control of the finances of the New Vic Theatre (Stoke-on-Trent & North Staffordshire Theatre Trust Limited) and subsidiary companies and to ensure that the aims and targets of these Companies are achieved in the most cost effective way.

The Financial Controller is a member of the Senior Management Team.

PRIMARY RESPONSIBILITIES:

- ensure appropriate financial systems for forward financial planning, including budgeting, forecasting, monitoring, cash flow and capital requirements
- ensure transparent financial controls throughout the organisation and keep these under review for their effectiveness, and make changes where necessary
- production of annual consolidated accounts (for Stoke-on-Trent & North Staffordshire Theatre Trust and for New Victoria Theatre Projects), including analysis of charitable expenditure and support costs (not required within initial temporary contract period)
- manage the relationship with the Companies' auditors
- provide quarterly management accounts for the Trust board showing performance against budget and previous year, forecast year end position and (with Managing Director) explanations for variances.
- production of monthly management accounts for New Vic Projects Ltd and Stoke-on-Trent & North Staffordshire Theatre Trust Ltd
- reporting latest management accounts to the New Victoria Theatre Projects Ltd board
- production of weekly Bars and Catering reports.
- production of annual New Victoria Theatre Projects Ltd Budget (including cash flow) assist with Trust annual budget and breakdown into monthly
- budget and cash flow
- reporting actual expenditure against budget to individual budget holders.
- producing and maintaining records for income and expenditure relating to both Restricted and Designated funds.(Including Fundraising activity)
- all matters in relation to VAT (including partial exemption)
- to be responsible for maintaining and servicing the Companies' payroll systems effectively and on time, including reference to union and collective agreements
- control and payment of company pension, equity pension and other deductions.
- complete and submit all financial returns required by the bankers, Charity Commission, funding and other bodies within required timescales
- manage the effective control of all funds, timely collection of monies due and payment of monies owed, providing cash flow forecasts, ensuring availability of working capital and maximising interest earnings wherever possible
- reconciliation and control of all receipts from box office, catering, fundraising and any other source of income (including cash handling and banking)
- raising of invoices and control of debtors (including contras to visiting companies)
- control of payments to suppliers and freelance artists

- control of petty cash
- control of all manual and computerised accounting systems
- support budget holders and other staff and ensure they are provided with sufficient information and skills for the control and maintenance of their budgets and the preparation of funding applications
- supervise the work undertaken by the Finance team and liaise regarding appraisal and training requirements
- manage an effective relationship with the Company's bankers
- be a member of the Senior Management Team (SMT) and take part in formulating, planning and implementing the New Vic Theatre's strategies, policy and business plan
- attend Board, management team and other meetings as appropriate and as required
- work within the Company's established policies and practices including: equal opportunity, artistic and social policies.
- carry out any other specific tasks as may be reasonably required

PERSON SPECIFICATION FINANCIAL CONTROLLER (TEMPORARY)

The following represent the essential and desirable attributes for the post of Financial Controller (Temporary).

Essential Criteria	Desirable Criteria
Qualifications & Experience	
<ul style="list-style-type: none"> Working in the accounts function at a senior level Producing accounts to statutory accounts level Planning and resource management Formal accountancy qualification(s) Experience of working with Sage 50 or other Sage accounting package 	<ul style="list-style-type: none"> Responsibility for managing and developing staff Experience of working with Access (payroll) Experience of the charity sector Experience of the arts sector Experience of strategic planning Experience of financial reporting related to fundraising Higher education qualification or equivalent
Skills and Knowledge	
<ul style="list-style-type: none"> Excellent current accounting good practice Computerised accounting package use and implementation Strong planning and organisational skills Excellent numeracy and accounting skills Excellent financial management skills Good communication skills both written and oral Strong IT skills Good interpersonal skills Ability to lead teams effectively Ability to manage and motivate staff effectively Ability to work in a team Ability to work on own initiative Ability to work with a wide range of individuals and agencies 	<ul style="list-style-type: none"> Good knowledge of current accounting requirements for Charities Knowledge of the arts funding environment Ability to contribute to the aims, policies and business plan of the New Vic Theatre
General	
<ul style="list-style-type: none"> Commitment to staff development and training Commitment to equal opportunities Satisfactory Basic level DBS check 	

OUTLINE TERMS AND CONDITIONS INFORMATION

The post of Financial Controller (Temporary) is offered on a temporary full time basis.

This contract is to cover a period of long term sick leave. We anticipate this contract to be from Tuesday 29 August 2017 to Friday 2 March 2018, however the end date may be subject to change and 4 weeks' notice will be given of your final working date.

SALARY

The salary for the post is £32,320 per annum pro rata.

The salary is paid monthly by credit transfer on the last Friday of each month.

HOURS OF WORK

Your normal hours are 40 per week to be worked flexibly in agreement with your Manager. Your usual working week will be Monday to Friday.

All New Vic employees are expected to work some evenings and Saturdays if required.

Your normal hours are 40 per week to be worked flexibly across Monday to Friday in agreement with your Manager. Your meal break is unpaid and will normally be 30 minutes or one hour.

Whilst flexibility is required regarding start and finish times they will normally be; Start between 8am and 9.30am and finish between 4.30pm and 6.00pm depending on length of lunch break.

Any hours in addition to your normal hours are to be agreed in advance with your manager.

All employees are expected to work some evenings and Saturdays, although this is considered unlikely for this post. In certain circumstances, you may be asked to work on Sundays and Bank Holidays. Where the number of hours worked in any 4 week period exceeds the contractual hours then time off in lieu at single time will be given. Overtime is not applicable to this post.

HOLIDAY ENTITLEMENT

The holiday entitlement for this post is the statutory equivalent of 4 weeks, plus 8 days bank holidays per annum (5.6 weeks) based on a 5 day working week. Entitlement for any incomplete year will be calculated pro rata.

PROBATIONARY & NOTICE PERIOD

The probationary period for this post is 3 months. The notice period during the probationary period is 2 weeks. Following successful completion of probationary period the notice period is 4 weeks.

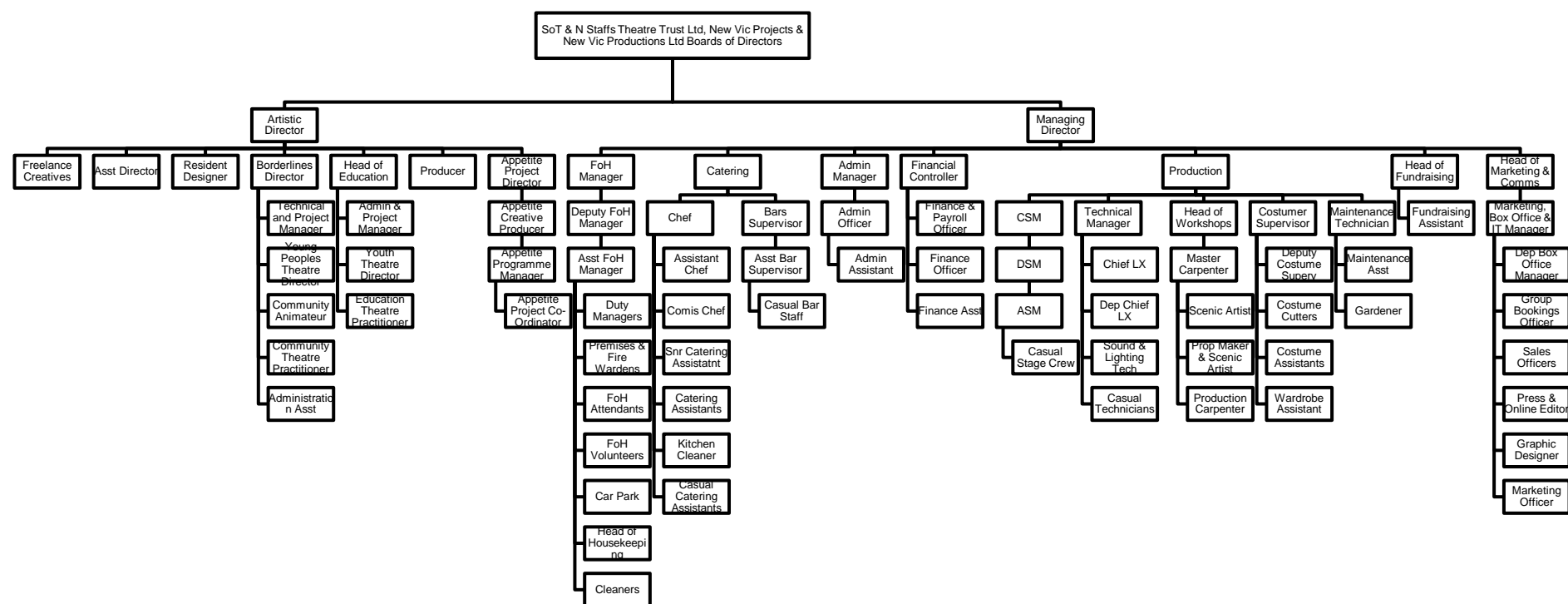
GENERAL

All eligible staff are automatically opted in for the New Vic's basic pension scheme under auto enrolment legislation. The basic employee contribution of 1% is matched by the New Vic.

All offers of employment are subject to the candidate being able to provide suitable proof of their eligibility to work in the UK, references and medical declaration.

All offers of employment are subject to the receipt of satisfactory checks from the Disclosure and Barring Service, medical questionnaire and references.

THE NEW VIC



YOUR APPLICATION

Thank you for expressing an interest in the position of **Financial Controller (Temporary)** at the New Vic Theatre.

Closing date for applications – Friday 7 July 2017 at 10am

Interviews: First round interviews - Thursday 20 July 2017

Ensure that your application contains details of relevant experience and the qualities you believe you could bring to the position. Please do not submit a CV, pre-prepared references or covering letters as these will not be used during short listing.

We value diversity in the workplace and positively encourage applicants from all sections of the community. In accordance with good equal opportunities practice, section 1 and the equal opportunities monitoring form will be separated before short listing. Please ensure that all questions on the application and equal opportunities monitoring form are fully completed. The short listing panel will make their decisions based solely on Section 2, without access to any personal information.

Please return your application form and equal opportunities form by post to me at New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG or by email to recruitment@newvictheatre.org.uk. Shortlisted candidates that have emailed their application to us will be asked to sign their application form at their interview.

To find out more about the New Vic Theatre visit our website www.newvictheatre.org.uk. If you have any queries regarding the vacancy please email recruitment@newvictheatre.org.uk or call 01782 381371.

With thanks once again for your interest.

Yours sincerely



Tracey Wainwright
Administration Manager