



CUMBERNAULD THEATRE TRUST

Senior Finance Officer

RECRUITMENT PACK & JOB OUTLINE

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Background information

Cumbernauld Theatre seeks a competent and experienced finance professional who is interested in working for an arts charity, to join our creative team to oversee the financial procedures and reporting for our recently launched performing arts venue, Lanternhouse in Cumbernauld.

The role of Senior Finance Officer would suit a qualified finance professional with confidence and experience to take overall responsibility for the financial operations of the charity with the support of the CEO.

Lanternhouse is a lively centre for inclusive community creativity, for theatre, cinema, music, comedy, and dance and offers state of the art facilities alongside performing arts classes and community creative learning projects and a welcoming café/bar.

About Us

Cumbernauld Theatre is a performing arts charity that produces and presents theatre, music, dance, and comedy for the community of Cumbernauld and North Lanarkshire. We have over thirty staff working at Lanternhouse in producing Theatre, delivering a lively arts and cinema programme, in customer services, hospitality and community engagement.

Lanternhouse is part of the Cumbernauld Academy Campus, we have good bus links, ample car parking, and are a short walk from Cumbernauld town centre.

Our Values

We believe our work has transformative and empowering potential. Working at the heart of our community we nurture creativity, broaden perspectives, support community cohesion, enhance life experiences and invest in performance arts skills development for a creative, innovative, fairer Scotland.

JOB OUTLINE

Post Title:	Senior Finance Officer
Reports to:	Chief Executive Officer and Operations Director
Direct reports:	Finance Administrator
Location:	Cumbernauld Theatre at Lanternhouse, Cumbernauld
Pay Grade:	£28,000 to £30,000 depending on experience
Contracted Minimum Hours:	35
Contract Type:	Permanent

Job Purpose and Scope

The Senior Finance Officer is part of the organisations management team and will support all aspects of the finance functions of the organisation. Working closely with the Chief Executive and the Management Team to ensure that day to day finance procedures are running smoothly, providing efficient and effective service to Cumbernauld Theatre staff and Board.

They will bring strong accuracy and organisational skills as well as strong communication skills. This role will suit someone keen to learn and develop our existing processes and contribute to system improvements.

The post holder will be expected to take responsibility for preparation of internal finance reports for the Management Team and Board. They will manage external reporting including the preparation of year-end statutory accounts and information for audit and support the financial control of externally funded projects. They will keep a keen eye on our compliance and statutory responsibilities for financial filing and reporting to OSCR, Companies House and HMRC. They will be busy day to day with operational book-keeping, preparing sales invoices, processing invoices and payments and undertaking reconciliations. We anticipate they will be sufficiently experienced to work with the minimum of direct supervision to meet agreed work targets and in carrying out duties within the framework of the Charity's financial and administrative policies and procedures.

The post holder, working closely with the Charity's accountant, will provide direct line management to the Finance Administrator.

We are looking for someone good in a team, committed to the charities vision and values, and supportive of our ambitions and the delivery of our creative artistic programme.

Main Duties and Responsibilities

Finance

- To ensure the accurate maintenance of the accounting system Xero and DEXT, and corresponding finance data records.
- Ensuring reliability of the organisation's transactional services
- Leading on income completeness ensuring all revenue is recognised and billed correctly
- Ensuring timely payments by overseeing the company bank accounts, purchase orders, BACS payment runs and staff payroll, and payments to creatives.
- To develop financial and administrative systems to achieve high levels of financial control, manage financial risk and protection against fraud, improve the efficiency and effectiveness of the company.
- To prepare financial information required for the submission of tenders and funding applications.
- To prepare financial information required to produce monthly, quarterly, and annual budgets. To manage the process of budget setting with the Management Team and manage the delegation of budgets to nominated staff.
- To provide the Management Team with monthly financial statements to ensure they are aware of all significant variance against agreed budgets.
- To co-ordinate the production and dissemination of quarterly management accounts to Management Team and Finance Committee.
- To ensure systems are in place for the efficient preparation of information for audit, including stock control, procurement control, grant management, governance policies and procedures, to collate information for the preparation of the annual audit.
- Transfer financial information such as purchase agreements, delivery acceptance and invoices to DEXT and into Xero.
- Administer the credit control and debt recovery systems in line with policy and procedures and provide regular reports to the Management Team.
- To manage the authorisation process for payments to all suppliers, staff travel expenses etc. Implementing a two-stage two-person authorisation standard across all payment authorisations.

Management Reporting

- Funding reporting - to ensure the organisation meets all its obligations to funders, by monitoring, evaluation, review, and reporting of funds used.
- KPI reporting quarterly against annually set targets in July for Qtr1, Oct for Qtr2, Jan for Qtr3, April for Qtr 4.

Governance and Compliance

- Service the Board meetings, undertake company secretarial duties
- Assist in the planning, organising and implementation of the schedule of Board, committee, governance, and annual meetings.
- Organise, prepare, and distribute papers and reports, attend, and take accurate minutes for all governance meetings, maintaining a full record of all meetings, within agreed timescales.

- Perform Company Secretarial duties under delegated authority of CEO; accurate up to date Trustee ID documents, register of Trustees, maintain records with Companies House.
- Maintain the 'Record of Interest' and provide administrative support for training for all Board Members.
- Ensure selected Trustee/Directors have control of the Company assets as signatories on the company bank account mandate forms.
- Perform online reporting to agencies such as HMRC, Company House, OSCR etc
- Review and update The Scheme of Delegation on an annual basis with the Finance committee and present to the Board for approval.

General Administration

- Support the Operations Director to administer key operational functions: stocktaking, cash handling, sales receipts management, box office reporting, Post.
- Support the CEO and Production Manager/Creative/Theatre Producers to administer Production Teams contracts, payment agreements, invoices, expenses, production budgets, Visa application for international artists, production agreements.

Any other duties that fall within the field of financial management.

Person Specification

Essential

Qualifications and Training

- A recognised professional Accountancy qualification with evidence of relevant CPD.

Knowledge

- Excellent understanding of compliance and governance issues within the charity sector.
- Understanding of organisational financial management systems and processes for control and legal compliance, for operational management including budgeting and cashflow management.
- Strong analytical skills, excellent understanding of business information management and reporting, IT finance systems, combined with excellent computerised accounting and spreadsheets, budget management skills.
- Knowledge of Xero book-keeping, DEXT type applications and EPOS systems, Customer Ticketing Systems like Spektrix and credit card merchant services.

Experience

- 1-2 years experience in a senior finance position in a small to medium size company
- Previous experience of managing a finance function and be able to demonstrate decision-making experience.
- Experience of supporting and working with a management team
- Significant financial and business experience, ideally within the arts, cultural or charitable sector.

- Able to have a day-to-day operational hands-on approach and an ability to communicate financial information to staff in an easily understood manner.
- Experience of attending, supporting, and recording senior level meetings

Aptitudes and Skills

- A continuous improvement approach to managing people and teams.
- A self-motivated team player, able to work under pressure and to tight deadlines with patience and good humour.
- Ability to plan and think strategically and on your feet
- Ability to multi-task in a fast-paced cultural environment
- Excellent organisational skills with the ability to prioritise a demanding workload and meet deadlines
- Excellent verbal and written communication skills
- Skilled in minute taking
- High level IT skills especially in Excel

Personal Qualities

- Reliable and conscientious, a clear thinking, hardworking team member.
- A commitment to working towards achieving CTT's vision and working within our values and ethos.
- Ability to develop effective professional relationships, both internally and externally and to represent the organisation professionally and confidently
- Ability to respond constructively to challenges and issues, work well under pressure and have a flexible approach to work
- Consistently honest and trustworthy in approach

Desirable

Qualifications and Training

- Ideally candidates will be a fully qualified Accountant (ICAEW, ACCA or CIMA)
- Or have Recognised book-keeping qualification or training alongside other finance qualification

Knowledge

- Familiarity with the theatre and performing arts sector
- Knowledge of the Third Sector
- Familiarity with Cumbernauld and the community we serve

Experience

- 5 years plus experience as a Senior Finance professional
- Experience in the use of Xero
- Applied experience of working within a public funding environment.
- Experience of using Microsoft 365

Other Essential Information

The position requires venue-based working in Cumbernauld a minimum of 3 days out of five

The post-holder will be required to pass a (choose one)

- Standard Disclosure Scotland background check
- Enhanced Disclosure Scotland background check
- PVG Membership Registration
- PVG

Terms & Conditions

Title of Post: Senior Finance Officer

Salary: £28,000 to £30,000 depending on experience

Hours: Full-time hours are 35 hours per week (exclusive of meal breaks) any 5 days out of seven, to include evening and weekends. Additional hours during busy periods may be necessary to fulfil the requirements of the role. No additional salary will be paid for weeks that require additional hours, however time off in lieu for extra hours worked will be given wherever reasonably possible. These must be authorised in advance.

Contract: Permanent, full-time, with a three-month probationary period.

Holiday entitlement: 25 days per annum (increases by 30 days on completion of five years' service) plus 9 Public holidays, four of which are fixed and five that can be taken flexibly by mutual agreement.

Pension: CTT operates an auto enrolment scheme to which both employee and CTT will make monthly contributions. The employee has the option to opt out of the scheme if preferred.

Right to Work: The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006

References: Offers of Employment are subject to the receipt of references that are satisfactory to CTT.

Additional Benefits: A staff discount scheme applies to all employees for cinema, performances, and the café.

Notice period: 1 Month

Location: Lanternhouse, Cumbernauld Academy Campus, Kildrum Road, Cumbernauld

Application Procedure

We strongly encourage people with disabilities and people who are from ethnically or culturally diverse backgrounds to apply as CTT is keen for the team and its work to be informed and representative of the diverse community it serves.

Please send the completed application form by email or post, together with a covering letter to:

Amanda Young
Operations Director
Cumbernauld Theatre Trust
Lanternhouse
South Kildrum Ring Road
Cumbernauld
North Lanarkshire
G67 2UF

Email : recruitment@cumbernauldtheatre.co.uk

Please mark in the email subject:

Application for Senior Finance Officer

Closing Date for Applications: Midnight, Sunday 09 October 2022.

Interviews will take place via Zoom: Wednesday 19 October 2022.

Start Date: Monday 21 November 2022, or as soon as possible thereafter.

lanternhousearts.org | info@cumbernauldtheatre.co.uk

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