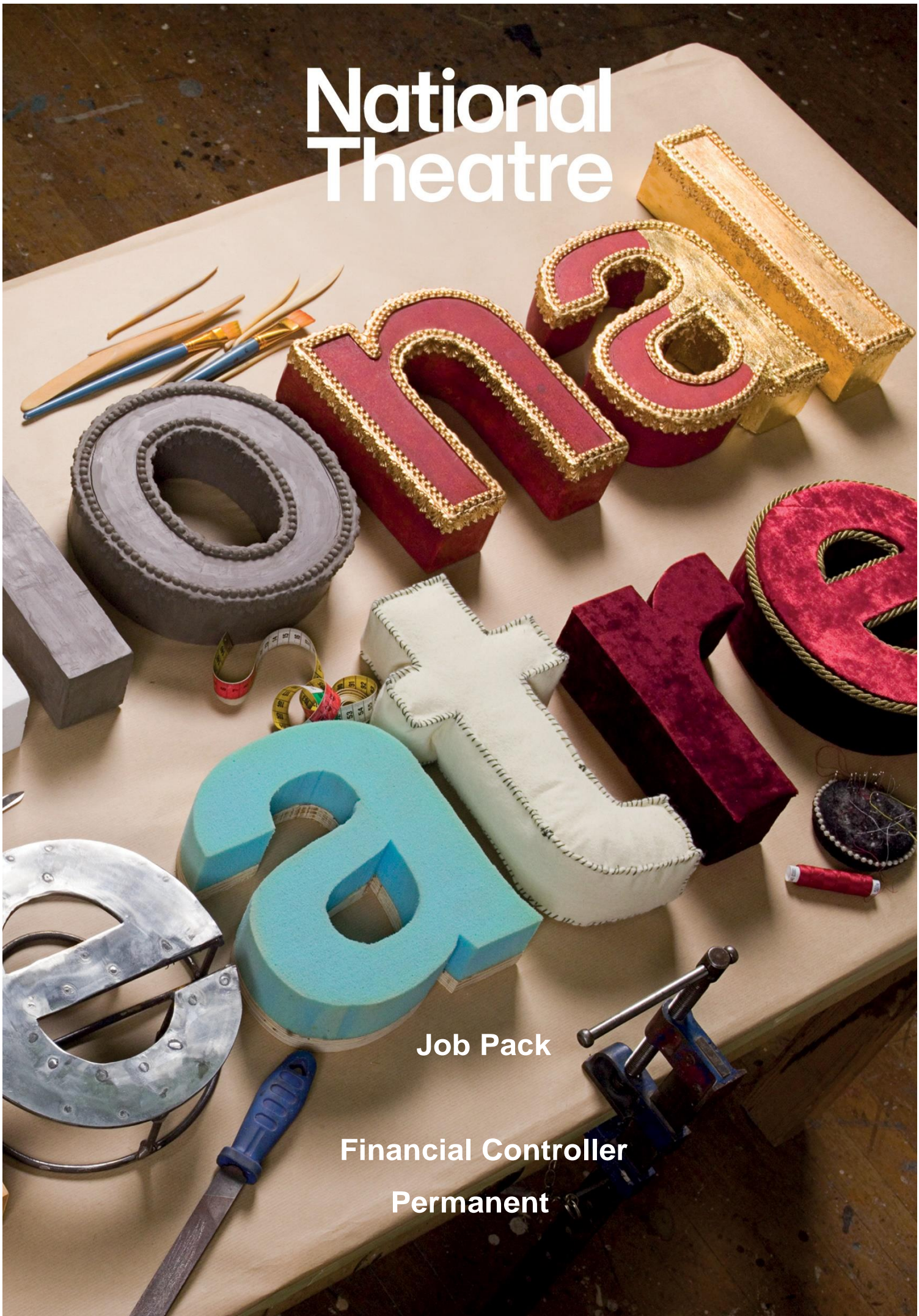


National Theatre

Job Pack

Financial Controller

Permanent



About the National Theatre



Our Purpose

The National Theatre (NT) makes theatre that entertains and inspires using its creativity, expertise and unique reach.

We share unforgettable stories with millions of audience members across the UK and around the world – on our own stages, on tour, in schools, on cinema screens and streaming at home.

World-leading artists make their best work at the NT with the widest possible audience and impact.

We invest in talent and innovation on stage and off. We take seriously our role as the nation's theatre. Of the new productions we develop each year with a wide range of theatre companies, a third of that R&D (Research and Development) resource is dedicated to shows staged at theatres outside London.

Through touring our work to local theatres and schools and nationwide education and community programmes, we are active in 71 of the 109 levelling up priority areas in the UK.

A registered charity with deeply embedded social purpose, the NT works with hundreds of schools and communities across the UK to spark imagination and inspire creativity, and to develop skills and pathways for careers in theatre.

Our key objectives as we look to the next five years are towards economic, environmental and social sustainability, upholding a culture that aims to take care of our people and the wider world.

Our Values

The values that guide us.

Make a positive impact, striving to make the world a better place through theatre.

Bring your passion, applying energy and expertise to achieve the highest standards.

Collaborate to create, bringing ideas to life through teamwork and forging connection.

Empower each other, working to build and uphold an inclusive and equitable culture.

Act with confidence, with the courage to make clear, intentional decisions that support our shared vision.

About the Finance Department



The Finance Department is responsible for the NT's accounting, finance and budgeting requirements, including the recording and monitoring of income and expenditure, maintenance of adequate financial controls, preparation of budgets, internal and external financial reporting and compliance with tax and other regulations. The work of the department is varied and includes giving professional financial guidance to other departments; processing payments for set and costumes; ensuring actors and management staff are paid; processing takings from the trading outlets; and producing statutory accounts to be filed with Companies House.

The Finance Department comprises a team of management accountants, a financial accounting team and a payroll team - all working to the Director of Finance. In addition, an element of core financial processing is undertaken within operating departments.

Job Description

Financial Controller

Contract Type: Permanent

Hours: 35 hours per week. Although additional hours may be necessary to fulfil the post's requirements. Hybrid working – 3 days per week office based.

Salary: £67,000 per annum

Responsible to:
Head of Finance

Responsible for:
2 Financial Accountants
Purchase Ledger Supervisor
Payroll and Pensions Manager



Purpose of the Role

The Financial Controller has responsibility for ensuring the National Theatre, and its subsidiaries' statutory accounting processes, controls and records are managed in accordance with professional standards while being responsive to the needs of the Theatre. The post holder will seek to develop systems to ensure that the Finance Department provide an efficient and secure service to internal and external users.

Duties and Responsibilities

Financial Accounting

1. To have responsibility for the preparation of a high-quality month-end file including a consolidated balance sheet and cash flow. This will support the integrity of the general ledgers and trial balances, and be produced to the agreed department timescale. This responsibility will include:
 - the review of monthly account reconciliations,
 - training staff in the preparation of account reconciliations,
 - solving any accounting/system issues that arise from the reconciliations,
 - continually reviewing the reconciliation process to improve the accuracy and reporting of financial information
2. To analytically review and challenge the consolidated balance sheet produced in conjunction with the Financial Accountants (incorporating the results of the NT's two US and four UK subsidiaries), related lead schedules and a cash flow statement on a monthly basis in accordance with the required timescale.
3. To be responsible for the management of the day-to-day transaction processing through the accounting systems – including Sun Systems, Proactis (procurement, stock, sales invoicing), Tessitura (box office income and fundraising income) ensuring that the financial records are complete, accurate and up to date. This will include ensuring that all system files have been successfully uploaded into the finance system;
4. To be responsible for overseeing the management and reporting of trade debtors, ensuring that the company's receivables are accurate, monitored, and efficiently collected.
5. To provide technical expertise where necessary to both the accounts team and wider Theatre (including those with a non-financial background);
6. To produce a Treasury report, including balance sheet and cash flow with commentary on key movements, including an analysis of the Theatre's debtors for submission to the Finance and Audit Committee;
7. To work with the Head of Finance and Deputy Finance Director in preparing annual statutory accounts for the National Theatre and all its subsidiaries in compliance with relevant legislation, ensuring their completion and filing is in accordance with agreed timetables and in compliance with Financial Reporting Standards (FRS102);
8. To provide assistance as required for the interim and final audit, and act as primary day to day contact for the audit team;

Treasury

9. To work with the Financial Accountants on treasury management functions, including daily working-capital management, cash flow reporting and forecasting and the posting of investment income. You will also be responsible for monitoring the Theatre's term deposits and investments to ensure that discussion about reinvestment can take place on a timely basis and monitoring bank mandates.
10. To monitor the levels of cash held across the Theatre's banks ensuring an adequate spread;
11. To complete bi-annual due diligence reports on the Theatre's banks;
12. To prepare and monitor the budget for interest income.

Tax

13. To review the completion and submission of the VAT return in conjunction with the Financial Accountants and to complete the partial exemption calculation;
14. To ensure that Gift Aid returns are accurate and submitted on a timely basis each quarter.
15. To work with the Company Administration Manager in ensuring that all foreign entertainers are treated correctly for tax purposes, with the relevant returns submitted to HMRC for withholding tax.
16. To liaise with external tax advisors and prepare tax returns for the NT and its subsidiaries in conjunction with the Financial Accountants.
17. To review the completion and submission of the annual PSA.

System and Process Management

18. To develop a thorough understanding of the finance systems (particularly Sun), processes and controls to enable you to support the Head of Finance and other members of the finance team in these areas, to support the development of systems and controls, to assist with the resolution of queries and issues, and provision of training, and to carry out regular system housekeeping and audit activities.
19. To update the fraud risk assessment annually and to monitor the risk environment, and ensure that the team's training is up to date.

Staff Management

20. To manage and develop direct reports; holding regular 1:1 meetings and reviewing work done, as well as setting regular objectives and conducting an annual appraisal.

Compliance

21. To ensure the need for confidentiality, security and Data Protection are met and that the team is compliant with the NT's Data Protection policy.

Other

22. To support the National's communications objectives by sharing information with your manager, team and colleagues as appropriate, whilst respecting confidentiality, so that you and your colleagues have all the information you need to perform your duties effectively;
23. To comply with the National Theatre's Equal Opportunities and Health and Safety and other policies at all times; and
24. To carry out any other duties that may reasonably be required.

Person Specification

Professional Experience

1. A professional chartered accountancy qualification (ACCA, ACA, CIMA or equivalent) and proven post qualification experience.
2. Good working knowledge and experience of financial reporting and preparation of statutory accounts, including dealing with multi-currency ledgers.
3. Good working knowledge of taxation issues (particularly Corporation Tax, Income Tax, NI, and VAT) and the ability to broaden that knowledge as required.
4. A good working knowledge and recent experience of the use of information technology in financial management and the ability to apply that experience to develop and improve the finance systems at the National Theatre.

Change Management and Process Improvement

5. Strong organisational and time management skills with the ability to work well under pressure
6. Experience of solving problems creatively and innovatively;
7. A resilient, highly motivated individual with the ability to work on own initiative and effectively as part of a team.

Staff Management and Communication

8. Proven experience of leading, managing and developing staff.
9. Excellent communication skills, with the ability to deal effectively with people at all levels of the NT, including non-financial staff.
10. Strong influencing and negotiation skills
11. Excellent customer service and the ability to deliver a customer service culture within the team.
12. Proven ability to manage and meet conflicting deadlines.

Other

13. An understanding of equal opportunity and cultural diversity issues in the delivery of our services.
14. A commitment to artistic excellence and sympathy with the ideals of the National Theatre. An understanding of contemporary issues in financial management in the arts sector or the interest and ability to assimilate these rapidly.

Back Check

The successful applicant will be required to undertake a BackCheck which will cover a basic DBS Criminal Record Check and Credit Check.

Recruitment Process

Link to apply: <https://jobs.nationaltheatre.org.uk/>

Closing date: 5 January 2025

1st round Interview dates: 13 January 2025

2nd round Interview dates: 16 January 2025

Further queries: email recruitment@nationaltheatre.org.uk

Benefits

- Complimentary staff tickets for shows and guided tours, subject to availability and policy
- 25 days annual leave increasing up to 32 with length of service (plus bank holidays)
- Training and Development Programme via e-learning platform, and specialist in-person training relating to role
- Hybrid and flexible working, subject to agreement and policy
- Access to interest-free season ticket loan and cycle scheme partnership
- Generous sick pay
- Family Friendly policies including Family leave and Support leave.
- Family-friendly employer – we are a member of Parents and Carers in the Performing Arts (PiPA)
- Pension schemes with Legal & General and NEST
- Sabbatical option, subject to agreement and policy
- On-site staff canteen and social facilities
- On-site occupational health support
- In-house mental health and wellbeing advisors providing workplace counselling and support
- Wellbeing programme of events, including mental health awareness, financial wellbeing, skills sharing and opportunities to get active
- Exclusive staff talks to hear more about NT productions, past and present, from leading practitioners
- Discounted access to National Theatre at Home
- Volunteer leave – one paid day per year to volunteer for your chosen charity
- Discounts in the NT's bars, cafés, restaurants, and bookshop, as well as in local businesses (from Wagamama to gyms), on and around the South Bank
- Access to retailer discounted gift cards and a cash-back-on-spending card

Staff networks and communities:

The National Theatre has five staff networks:

[Disability Network](#)

[LGBTQ+ Network](#)

[Amplified: Network](#) for the Global Majority

[Women's Network](#)

[Parents and Carers Network](#)

The networks are run voluntarily by our staff.

We support and encourage people from a variety of backgrounds, experiences and skill sets to join us and help shape what we do. As users of the disability confident scheme, we guarantee to interview disabled applicants who meet the essential criteria for our vacancies.

If you would like to speak to someone about any adjustments or concerns you may have about the application or interview process, you can email recruitment@nationaltheatre.org.uk and we will be in touch with you to make the necessary arrangements.

People Department 2024

