

National Theatre



Job Pack

Management Accountant
6 Month Fixed Term Contract

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 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 National Theatre's accounting, finance and budgeting requirements, including the recording and monitoring of income and expenditure, maintenance of adequate financial control, preparation of budgets, internal and external financial reporting, and compliance with tax and other regulations. The work of the department is carried and includes giving professional financial guidance to other departments; process 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 with operating departments.

Contract Type: 6 Month Fixed Term Contract

Hours: 35 hours per week. Although additional hours may be necessary in order to fulfil the post's requirements.

We would be open to a discussion and requests for alternative, part-time hours and work patterns as well a potential job share. Please do state in your application if this would be something you would like us to consider for you.

Salary: £40,000 - £45,000 per annum

Responsible to: Management Accountant



Purpose of the Role

The purpose of this role is to provide management accounting support for the National Theatre and to assist the Management Accountant in providing quality financial reporting to Producing and Production stakeholders. The post-holder will work closely with finance colleagues and key stakeholders providing timely and accurate information.

Duties and Responsibilities

Management Reporting

- To monitor, analyse, and report on budgets and forecasts for productions and departmental budgets.
- To take responsibility of daily, weekly and monthly accounting and reporting activities and ensure that information is presented in a meaningful, transparent, and timely manner for the areas of the organisation the role supports.
- To provide excellent analysis, to improve and support decision making and forward planning, and, regular 'flash' reporting to production heads and other stakeholders, that is relevant and useful, and focused on operational achievements or issues.
- To take ownership of Production and Technical's non-financial and historical data, ensuring it is up to date and reliably accurate. Particularly, owning and ensuring the integrity of production staffing data across current, future, and historic shows
- To support in advising Production Departments in monitoring income and expenditure to ensure budgets are met or targets achieved, and to meet with budget holders and key stakeholders regularly, to investigate variances to budget or forecast and ensure they have all the information they require.
- To provide excellent advice to budget holders, helping them to understand their actuals and forecasts, carrying out training as required.
- To work with operational teams to improve the quality and accuracy of data, in turn, improving the accuracy of actuals and forecasts.
- To support in producing the in-year forecast and annual budget reporting, including providing clear commentary on budget areas and producing visual, KPI-based reporting, with a particular focus on staffing FTE and Headcount.
- To be involved, as appropriate, in team and Finance Department special projects, annual budget setting, monthly forecasting, system of process improvements, modelling work, and any other general requirements.

Financial Accounting

- To be responsible for entries onto the balance sheet for the areas supported. In particular, to provide excellent reporting and commentary of production staffing accruals. This also extends to other accruals, prepayments and deferred income.
- To assist the Management Accountant in year-end statutory accounts reporting.
- To assist with the calculation of relevant Theatre/Film tax credits and provide excellent advice to stakeholders regarding the efficient use of the tax credit.
- To assist the financial accountants with relevant balance sheet reconciliations, ensuring postings are clear and understood by all.

- To become a 'super user' of the organisation's financial reporting tools and purchasing systems, providing support to other users as required.

Other

- To carry out any other duties as requested by the Management Accountant or Deputy Finance Director.
- To undertake training deemed necessary by your manager.
- 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.
- To contribute actively to Finance Team meetings.
- To comply with the National's Equal Opportunities and Health & Safety Policies at all times.

Person Specification

- The post holder must be part-qualified in a professional accounting qualification (ACA, ACCA or CIMA) or be qualified by experience.
- Excellent numeracy and Microsoft Excel skills. Must be confident in manipulating data in spreadsheets and using those to present financial analysis in a clear and concise manner.
- Management accounting experience within either a commercial or not for profit organisation including month end reporting, forecasting, budgeting and variance analysis is highly beneficial.
- Experience working in the Arts/Theatre or strong interest in pursuing a career in the sector
- Excellent organisational skills and the ability to prioritise and manage conflicting stakeholder priorities.
- Strong Interpersonal skills both face to face and over digital media. Able to clearly present financial information in a simple and understandable form to non-finance stakeholders.
- Ability to work effectively within and between teams to achieve common objectives.
- Inquisitive and determined to solve problems and provide appropriate action and solutions
- Proactive and willing to take ownership over work with outstanding standards of accuracy and attention to detail.
- Investigative skills to gather data and information to enable an effective solution to be found
- Able to identify potential opportunities to proactively enhance efficiency and/or effectiveness and introduce new ways of working and innovation within own area of work.

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: Monday 30th September 2024 at 12 noon

Further queries: email recruitment@nationaltheatre.org.uk

Benefits

- Complimentary staff tickets for shows and backstage 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 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 some of the world's leading practitioners
- Discounted access to NT at Home
- Volunteer Leave – paid day a year to volunteer for your chosen charity
- Discounts in the NT's bars, cafes, 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 Carer's 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 can email recruitment@nationaltheatre.org.uk and we will be in touch with you to make the necessary arrangements.

People Department 2024

