



## JOB DESCRIPTION

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<b>POSITION:</b>	<b>Head of Finance</b>
<b>REPORTS TO:</b>	<b>Finance Director</b>
<b>LOCATION:</b>	<b>Head Office (Drury Lane)</b>

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### **PURPOSE OF POSITION**

The Head of Finance will report to the Finance Director, who holds a broad remit of responsibilities in the business; including Human Resources, Pensions and IT. The Head of Finance will oversee the day to day operational and strategic activities of the Finance Department; providing leadership to the Finance team and ensuring all accounting and reporting requirements are met.

### **KEY RESPONSIBILITIES**

- Ensuring accurate monthly management accounts are produced (including statutory format P&L, balance sheet and cashflow).
- Ensuring the annual statutory accounts for all legal entities within the group are produced.
- Ensuring all group balance sheets are fully reconciled at the time periods appropriate to the account.
- Ensuring group VAT returns are completed, liaising with group tax advisors as appropriate.
- Ensuring that group capital expenditure is reported and accounted.
- Ensuring that accounting practices meet the statutory regulations and legislation, as required.
- Ensuring that strong financial control measures and controls are in place.
- Authorising company payments, within certain parameters.
- Partnering with other heads of department to improve their departmental reporting, accounting and budgeting processes.
- Identifying and understanding potential financial risks and ensuring these are managed and/or mitigated and reported to the Finance Director.
- Leading the group financial budget and interim forecasting processes and presenting these to the Finance Director for review/sign off.



- In conjunction with the Finance Director, leading the group's financial auditing process; liaising with auditors, tax advisors and bankers as appropriate. Ensuring audit findings and feedback are followed up with clear action plans.
- Leadership of the Finance department; creating a positive working culture and ensuring the team are given clear direction, feedback, training and support.
- Line managing the Payroll Manager and overseeing/signing off payroll (within certain parameters).
- Overseeing the Finance systems; reviewing their effectiveness and ensuring they are fit for purpose and meet the current and future needs of the business.
- Interpreting complex financial information and reports as required.
- Deputising for the Finance Director; attending meetings and liaising with members of the Executive team and the Really Useful Group as required.
- Reviewing practices and processes in the department to ensure their effectiveness and efficiency; leading improvement projects as required and agreed with the Finance Director.
- Contributing to wider or strategic business projects as required by the Finance Director.
- Leading project work and undertaking any additional duties as reasonably required by the Finance Director.

## **PERSON SPECIFICATION**

### Essential skills and experience

- Fully qualified accountant (ACA, ACCA, CIMA)
- MS office software literate (with strong Excel)
- Experience of working in a senior Finance position, with departmental leadership responsibilities
- Experience of producing meaningful management accounts
- Experience of preparing statutory accounts
- Experience of leading finance projects and contributing to wider business projects
- Excellent working knowledge of both VAT and corporation tax

### Desirable skills and experience

- Experience with 'Sun' accounts package
- Experience with 'Vision' analysis package
- Interest or experience in an arts / entertainment environment

### Personal Qualities

- Excellent interpersonal skills with the ability to lead and motivate a team and build good working relationships with external contacts.
- A motivated and professional manner.



- A proactive, innovative and pragmatic approach to problem solving, with the ability to see the big picture and wider implication of processes and practices.
- A conscientious approach with an acute eye for detail.
- Well-organised and adaptable; able to plan workload, manage priorities and respond to changing or ad hoc requirements