

## Job Summary

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### FINANCE DIRECTOR

<b>Responsible to:</b>	Artistic Director / CEO and Executive Director
<b>Salary:</b>	Competitive
<b>Hours:</b>	Part time – 3 or 4 days per week. Office hours are 10am to 6pm Monday to Friday. Occasional evening and weekend work will be required. No overtime or TOIL is offered.
<b>Benefits include:</b>	Contributory Pension Scheme; Season Ticket Loan Scheme; Training and Development opportunities.
<b>Holiday:</b>	25 days per annum pro rata, rising by one day for each full financial year worked to a maximum of 30 pro rata.
<b>Probationary Period:</b>	6 months
<b>Notice period:</b>	3 months

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Working closely with the recently arrived leadership team, this new post will connect the day to day financial management systems of the Young Vic with the strategic planning needed to support the organisation's current and future business model.

This new senior management role will add capacity and skills to support growth, and build strength by adding new and complementary capabilities to the existing high-performing finance team made up of the Finance Manager and Finance & Contracts Assistant.

The Finance Director will contribute to the organisation's business planning ability and play an active role in supporting the resilience of the organisation for the future, ensuring compliance with charitable best practice at all times, whilst helping the company fulfil its creative and commercial ambitions.

The Finance Director will work closely in partnership with Artistic Director and CEO, Executive Director, Finance Manager, Finance & Contracts Assistant, members of senior management including our Producers and the Director of IT & Administration, as well as our Development team. The Finance Director will also work with members of the Board and Executive Committee as required, as well as the charity's external auditors.

## Job Description

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### FINANCE DIRECTOR

**Responsible to:** Artistic Director / CEO and Executive Director

**Responsible for:** Finance Manager and Finance & Contracts Assistant

**Key objectives:**

- To take overall control of the company's accounting function and be responsible for rigorous and accurate financial management of the Young Vic and all productions and related activities.
- Ensure regulatory requirements of all statutory bodies are met.
- Lead and manage the finance team.
- Provide accurate and timely financial reports to Senior Management and the Board.

**Areas of Responsibility:**

**Cash Flow**

- To take responsibility for the company's overall cash flow management

**Financial Planning**

- Develop long-term sustainability for the business through a financial plan created with the Artistic Director/CEO and Executive Director where the company can build free reserves year on year.
- Support the Executive Director in new organisational budget preparation on an annual basis and re-forecasting on a quarterly basis as needed.
- Oversee management of the organisational budgets and advise the Executive Director on financial exceptions and remedial actions.
- Uphold the Reserves Policy as determined by the Board of Trustees.
- Ensure the Trustees have the financial and monitoring information they need to fulfil their strategic financial management role.
- Participate in the development of business planning tools to steer the company towards long-term financial health and sustainability.
- To ensure the maintenance of all necessary financial records.
- To manage the financial performance of the company through regular reviews against progress and necessary course corrections

**Statutory and Charitable Sector**

- Stay abreast of, embody and uphold charitable accounting best practice across all areas of the business.
- Support the Executive Director by contributing the financial elements of all statutory applications and returns to local and central government.
- Provide all financial information to grant-giving bodies and to our statutory funders, working closely with Development team and Finance Manager.

- Oversee and ensure the accurate reporting of all fundraising income.

## **Risk Mitigation**

- Supervision of credit control.
- Support the Executive Director in mitigating organisational risk by evolving internal controls and updating financial management systems.
- With the Executive Director, support and drive revenue protection and expense control strategies.

## **With the Finance team:**

With the finance team, the Finance Director will be responsible for maintaining a clean set of accounts throughout the year. In particular the Finance Director will:

- Prepare the Statutory Accounts in accordance with all relevant accounting standards.
- Maintain good relations and communications with the external auditors.
- Supervise the Finance Manager in preparing for the year-end audit.
- Supervise the Finance Manager in reconciling all bank accounts including control accounts.
- Supervise the Finance Manager in her role as Pensions Administrator.
- Supervise the Finance and Contracts Assistant's delivery of accurate payroll preparation and submissions for weekly and monthly payrolls.
- Supervise the Finance and Contracts Assistant's management and analysis of petty cash.
- Supervise the Finance Manager's preparation of the company's monthly management accounts including monthly balance sheet, and cash flow forecast.
- Supervise the Finance Manager's management of the company's VAT, Gift Aid and related Theatre Tax Relief claims.

## **Other:**

- To lead, manage and develop the current Finance team.
- To evolve our internal accounting systems to ensure a future finance function that is paperless.
- To stay abreast of finance best practice in the charitable sector.
- To attend Senior Management meetings.
- To attend Board Meetings as required.
- To attend Executive Board Meetings as required.
- To uphold and embody all Young Vic company policies.
- To undertake any other reasonable duties as requested by the Executive Director or Artistic Director/CEO.

*This job description is intended as a guide to the main responsibilities of the post and not as an exhaustive list of duties and tasks. The post holder may be required to undertake other duties appropriate to his/her grade that are not listed above, at the direction or his/her manager. The organisation reserves the right to amend this job description from time to time in order to meet business needs following consultation with the post holder.*

## Person Specification

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### FINANCE DIRECTOR

#### Essential Skills:

- A qualified accountant ACA/ACCA qualified with 3+ years PQE.
- Experience of working in a senior finance role within the charitable sector.
- Advanced Excel and IT skills.
- The ability to communicate effectively with / work closely with finance and non-finance professionals alike - verbally and in writing.
- The ability to work under pressure with strong attention to detail.
- Good team player with ability to multi-task.
- Experience leading or supporting high-level organisational decision-making.

#### Desirable Skills:

- A proven commitment to good governance.
- Experience of theatrical production accounting.
- Experience of Sage accounting software.
- Experience leading and management of small finance teams.
- Passionate about the Young Vic's mission.