

## Job Description: Management Accountant

Department	Finance
Responsible to	Finance Director

### Main Purpose of Job

- Monthly review of accounting journals and records across the group.
- Support of FM in producing monthly worksheets for preparation of mgmt. accounts.
- Production of management accounts across the group for review and discussion with the FD.
- Supervision of Finance assistant and support to finance manager with ongoing workload.
- Oversee strong control environment and identify, propose and implement change as necessary.
- Oversight of payments and payroll workflows to provide assistance as required.
- Foster a close supportive attitude within the team and promote a pro-active perspective to improvement across the group.
- Understand operational areas of the group to support inter-departmental working.
- Maintain records and support FD in producing annual Theatre Tax relief and Film Tax relief claims.

This list of responsibilities is not exhaustive and the employee may be required to perform duties outside this brief, as operationally required and at the discretion of management.

### Essential

- Qualified CCAB/CIMA accountant.
- Experience of producing group mgmt. accounts from financial records.
- Great attention to detail.
- A logical and methodical approach.
- Excellent IT skills, Microsoft Office or similar.

### Desirable

- Experience of charity accounting.
- Experience of theatre or arts organisations including TTR and FTR claims.
- Experience of Pegasus Opera accounting software.
- Full UK driving licence.

## Personal Attributes

- An efficient and flexible approach; prioritises workload to meet targets and deadlines.
- Ability to work calmly under pressure.
- Ability to work well in a small team.
- Taking pride in work completed well.
- Good time management.
- Able to have a friendly approach and remain open to others.
- To build good working relationships with other departments.

Northern Ballet strives to understand, respect and champion diversity in all its forms and believes in embracing diversity within our workforce, repertoire and practices. We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from groups who are under-represented in our organisation. This includes, but is not limited to, people of African or Caribbean heritage, people of South, East and South East Asian heritage and disabled people.