



Job Title: Management Accountant

- Department: Finance
- Responsible to: Finance Director

Main Purpose of the Job

To support the Finance Director, by the production of management accounts, budgets, and forecasts for the Northern Ballet group of companies. As the company looks to the future key elements of the role will be supporting the Finance Director with the development of a flexible budget modelling tool and the scoping and implementation of a new finance system.

Key Responsibilities

- The production of management accounts across the group for review and discussion with the Finance Director.
- To assist the Finance Director in the production of annual budget and monthly forecasts.
- To support the Finance Director in the development of a flexible budget modelling tool to inform work of the Executive Team in future planning
- To support budget holders in the management of their budgets.
- To provide advice to the Development team and help with the financial elements of funding bids.
- To gain understanding of the operational areas of the group, from performing company, to technical, production teams and business support areas such as marketing and fundraising to support inter-departmental working and accurate dynamic forecasts.
- To foster a strong control environment and identify, propose, and implement change as necessary.
- Maintain records and support Finance Director in producing annual Theatre Tax relief and Film Tax relief claims.

- Support the Finance Director in the scoping, preparation for and implementation of a new finance system

Person Specification

Essential Criteria

- 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 Criteria

- 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.

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THE ROLE. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND THE EMPLOYEE MAY BE REQUIRED TO PERFORM DUTIES OUTSIDE THIS BRIEF, AS OPERATIONALLY REQUIRED AND AT THE DISCRETION OF MANAGEMENT.