

Management Accountant (Maternity Cover)

Applying for this post

To apply for this post you must submit a CV with cover letter and an Equalities Monitoring Form to jobs@dundeerep.co.uk. Data from your Equalities Monitoring Form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact jobs@dundeerep.co.uk.

The deadline for receipt of applications is Friday 31 July at midday.

Interviews will be held at Dundee Rep Theatre Tuesday 11 August 2026.

Guidance

Please refer to our websites, www.dundeerep.co.uk and www.scottishdancetheatre.com, to find out more about us.

Please read the job description carefully before applying to ensure you meet all the essential criteria and can provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for three months before being destroyed if you are unsuccessful. Your application will be retained for up to 12 months if you are successful.

Job Purpose

Dundee Rep and Scottish Dance Theatre are seeking an experienced Management Accountant to cover a period of maternity leave within the team. It is expected that this period of cover will run until 30 September 2027.

Reporting to the Director of Finance and HR, the Management Accountant will be responsible for the financial statements and reporting requirements of the finance function for Dundee Rep and Scottish Dance Theatre Limited and Dundee Repertory Theatre Trading Limited.

Main Duties and Responsibilities

Reporting

- Prepare monthly management accounts (charity and trading) for review by senior management, including necessary reconciliations and completion of supporting schedules.
- Detailed cost and income analysis for productions and projects, working closely with budget holders to maximise income and maintain budgetary control

Financial Processes

- Provide cover for the work of the Finance and Payroll Officer as needed - transactional postings, control account reconciliations and payroll processing as required.
- Support the daily financial operations of the company, including processing payment runs, credit card expenses, and managing supplier/customer relations.

Financial Modelling

- Support the Director of Finance and HR in the development and setting of annual budgets

Other Duties

- Contributing and assisting with the end of year audit process (year end 31 March)
- Supporting colleagues to understand and implement financial policies and procedures.

The duties and responsibilities set out should not be regarded as exhaustive. The post-holder may be required to undertake other duties and responsibilities which are appropriate with the level of the role. The post-holder may also be required, from time to time, to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement. The post-holder would be given appropriate training and equipment to perform any duties of this kind.

Person Specification

Essential

If you do not demonstrate that you meet all the below criteria in your application, you may not be shortlisted.

- Proven experience of producing monthly management accounts to a firm deadline
- A strong understanding of charity accounting requirements
- Experience of producing financial reports for a wide range of audiences, including those with no financial background.
- Experience of working with a variety of financial software packages
- Proficient in the use of Microsoft Excel

Desirable

If we need to choose between candidates who meet the essential criteria, we may take the below factors into account.

- Knowledge / Experience of working within the cultural sector
- Experience of working with Implicit financial software
- Experience of Sage Payroll
- Understanding of partial VAT exemption
- Knowledge / Experience of processing payroll
- Professional accountancy qualification
- Experience of group accounting

Terms and Conditions

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Period of work

This is a fixed term contract to 30 September 2027 or until the postholder returns, subject to successful completion of a probationary period of three months.

Pay

The salary for this post is £33,000 - £34,000 per annum.

Hours

37.5 hours per week, Monday to Friday 09:00 – 17:30 (although times can be flexible to suit candidate's needs if fitting with business requirements).

Some evening and weekend work may be required. You will not be paid for any overtime but will receive TOIL if agreed with the Director of Finance & HR in advance.

Holidays

24 days per year plus five public holidays, rising with service. The holiday year runs from 1 April to 31 March each year.

Notice Period

The notice period will be one month.

Location of work

Your main place of work will be Dundee Rep and Scottish Dance Theatre Limited. You may be asked to work temporarily in other locations in the UK. Hybrid working is available.

Other benefits

- Contributory staff pension
- Hybrid/Flexible Working

Non-contractual benefits

- Staff tickets to ensemble shows.
- Staff discount in Rep Restaurant.
- Cycle to work scheme
- Employee Assistance Programme

Equal Opportunities

Dundee Rep and Scottish Dance Theatre Limited is committed to promoting equality and opportunity in its employment practices. In particular, the Organisation aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, disability or religious beliefs.

Guaranteed Interview Scheme

Dundee Rep and Scottish Dance Theatre Limited are committed to employing a diverse workforce. And positively welcome applications from candidates who have a disability.

A person with a disability or long-term health condition who indicates on their application email that they wish to participate in the Guaranteed Interview Scheme will be guaranteed an interview if they meet the essential criteria outlined within the person specification during the shortlisting process.

Safeguarding

Dundee Rep and Scottish Dance Theatre Limited is committed to safeguarding and operates an environment where all staff are expected to report any concerns about vulnerable people or about the behaviour or practice of colleagues and other people they encounter.

Offers

Any job offer we make is subject to:

- Receipt of two satisfactory references.
- Proof of eligibility to work in the UK.