**Financial Controller (Fixed Term)**

**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](mailto: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](mailto:jobs@dundeerep.co.uk).

The deadline for receipt of applications is Friday 20 September 2024 at midday.

If shortlisted for interview, you will hear from us by Monday 23 September 2024.

First round interviews will be held online on the morning of Thursday 26 September 2024.

Second round interviews will be held in person at Dundee Rep Theatre on the morning of Wednesday 2 October 2024.

**Guidance**

Please refer to our websites, [www.dundeereptheatre.co.uk](file:///C:/Users/graha/OneDrive/Dundee%20Rep/Technical%20Staff/JD%20-%20Deputy%20Head%20of%20Production/www.dundeereptheatre.co.uk) and [www.scottishdancetheatre.com](file:///C:/Users/graha/OneDrive/Dundee%20Rep/Technical%20Staff/JD%20-%20Deputy%20Head%20of%20Production/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.

**Role Summary**

**Financial Controller (Fixed Term)**

As part of the Leadership Team, the Financial Controller will lead the finance function during the period of the Head of Finance’s maternity leave.  The group of companies comprises a charity and a subsidiary trading company.

The Financial Controller reports to the Interim Director of Finance and is responsible for the Finance & Payroll Officer.

This contract will be for a fixed term of two (2) years. The role will allow for hybrid working, with a minimum of three days being office based.

The Financial Controller will be working closely with the Interim Director of Finance, the role of Financial Controller assumes responsibility for the day-to-day financial management of the organisation.

**Main Duties and Responsibilities**

**Finance**

* To continue the work already underway to implement an extensive programme of change in financial processes and reporting, in order to do the following:
  1. Build resilience and robustness into the processing and accuracy of financial data.
  2. Build efficiencies into internal processes, creating additional capacity within existing (human) resource that can be deployed on other priority tasks.
  3. Implement effective, timely and dynamic reporting mechanisms for Management and Board to allow for good governance, and agile working, at all times.
  4. Provide all administrative and reporting support required for the Finance, Audit and Risk Committee.
* Implement improvements of financial systems, particularly the accounting package (and associated apps) operated in order to:
  1. Ensure DRSDTL operates on the most effective, efficient and affordable package available.
  2. Improve the accuracy of the accounting records
  3. Support and implement the implementation/migration plan for any change of accounting (and other management) software when agreed.
  4. Ensure the accuracy of the accounting transactions for VAT and to support the annual TTR calculation.
* Timeously prepare management accounts and annual budget for review by senior management and onward presentation to the Board
* Prepare and distribute departmental financial information.  Review and discuss with department heads to facilitate a greater understanding of their contribution to whole organisation.
* Oversee and review the processing of weekly and monthly payroll and expense claims and ensuring reporting to HMRC is completed in a timely manner.
* Contributing and assisting with the end of year Audit process.
* Contributing and assisting with the compilation of financial information for external funders.

**SUPPORTING TASKS**

* Supporting and mentoring the other members of the finance team
* Liaising with the Interim HR Manager as and when required to support efficient on boarding of new staff to payroll and Sage HR

**Any Other Duties**

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**

**Financial Controller (Fixed Term)**

**Essential**

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

1. Chartered account qualified or equivalent level through professional experience.
2. Robust understanding of VAT with experience of partial exemption preferable
3. Significant Preparation of management accounts, annual budgets and cashflows
4. Managing a finance team

**Desirable**

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

1. Knowledge of accounting for charities and restricted funds
2. Experience of working in the UK cultural sector
3. Knowledge of Xero & Sage accounting software

**Terms and Conditions**

**Financial Controller (Fixed Term)**

**Period of work**

This is a fixed term contract for two years, subject to successful completion of a probationary period of three months.

**Pay**

The salary range for the post is £45,000 - £50,000 per annum dependant on experience., Flexible working is available.

**Hours**

37.5 hours per week across 5 days. Hybrid working available, three days a week minimum office based. Some evening and weekend work will be required.

**Holidays**

29 days per year inclusive of Public Holidays, rising with service. The holiday year runs from 1 April to 31 March each year.

**Notice period**

The notice period will be two months, or within the probationary period one month.

**Location of work**

Your main place of work will be Dundee Rep.

**Other benefits**

* Contributory staff pension
* Hybrid/Flexible Working

**Non-contractual benefits**

* Staff tickets to Dundee Rep Ensemble and Scottish Dance Theatre ensemble shows.
* Staff discount in Rep restaurant.
* Cycle to work scheme

Dundee Rep and Scottish Dance Theatre Limited strives to be an equal opportunities employer and is supported by Creative Scotland and Dundee City Council.

**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.

**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.