

## Management Accountant, Enterprises Finance

### The National Theatre

#### Our Mission

At the National, we make world-class theatre that is entertaining, challenging and inspiring. And we make it for everyone.

#### Our Vision

Theatre can lead to extraordinary moments of shared imagination. It enables us to stand in another's shoes to better understand ourselves and the world around us. It shows us who we are, who we have been, who we could be. The NT delivers on this promise through a world class programme of performance, reinvigorating existing work and exploring progressive new voices and forms.

We make theatre with as wide a range of artists as possible, seeking always to find fresh perspectives on the stories that we tell. On our stages in London, and through tours, partnerships digital and broadcast, we share this work with a large, diverse and evolving audience, all over the UK and around the world. We aim to provide leadership and advocacy for theatre across the country. Our work is shaped by the world around us, and we seek to be constantly engaged with the wider national conversation. Through the work we make and our world-leading learning programme, we want to engage all audiences with the power and potential of theatre.

**We are a theatre for the whole nation, a theatre for everyone.**

A huge part of our approach to creating excitement and buzz around the Theatre and our programming starts with our sizeable Enterprises team of circa 450 staff. Creating catering and retail outlets that appeal to more than just our audiences is integral to building footfall and developing diverse audiences.

### The Enterprises Department

#### Our Purpose

We are proud to manage all our food and drink outlets, events, retail and publishing activities ourselves and see these activities as a key draw for new and regular audiences. We want visitors to experience an exceptional public welcome and a distinctive offer that makes the National Theatre a destination for more than theatre whilst reflecting the same qualities of excellence and variety seen in the work on the stage.

The Enterprises department comprises Food and Drink, Commercial Events, venue hire, Retail, commercial merchandise for National Theatre touring productions, Publishing, House Management, Tours and Stage Door, as well as the support teams: Support Services (including



Housekeeping and Security), Audience Experience and Commercial Finance. Each individual specialism shares resource, expertise and best practice to provide a joined-up offer and seamless service.

**Job Title:** Management Accountant - Enterprises Finance

**Responsible to:** Head of Enterprises Finance

### **Purpose of the Job**

This is a critical role within the Enterprises Finance Department working closely with Enterprise Operations to provide to accurate and timely financial information, business performance insight and to ensure systems and processes are as efficient and effective as possible. The role deputises for the Head of Enterprises Finance.

### **Enterprises Finance**

Enterprises Finance is an embedded finance function within Enterprises Directorate. It works closely with Heads of Department and Operational Managers to understand and measure sales opportunities, cost drivers and identify cost reduction opportunities to improve profitability. The Enterprises Finance office provides services, support and management of keys systems including Electronic Point of Sale, Purchasing and Inventory System and Time and Attendance. It also oversees the production of the monthly management accounts, forecasting and budgeting processes for Enterprises alongside oversight of the majority of day-to-day transactions, although ultimately each transaction is passed to the general ledger and the final stage is actioned by NT Finance and Accounts teams. Enterprises Finance supports the following areas: Goods In and Distribution, Catering, Hospitality & Events, Retail, House Management, Tours and Visiting, Programmes, Car Park, Exhibitions.

Enterprises Finance supports the National Theatre Finance and Accounts Office through the provision of finance resources at a departmental level to the majority of trading and charity areas which constitute Royal National Theatre Enterprises Ltd.

The wider Finance Department is responsible for all aspects of the finance at the NT from transaction processing to long term financial planning. Its work includes the recording and monitoring of income and expenditure, paying staff and suppliers, counting cash from retail and catering outlets, maintenance of adequate financial controls, preparation of budgets, internal and external financial reporting and compliance with tax and other regulations.

The Finance Department comprises a financial accounting and payroll team led by the Financial Controller; a team of management accountants, led by the heads of department including the Head of Enterprises Finance, the Financial Planning and Analysis Manager, the Financial Planning, Analysis and Statutory Reporting Manager,

the Production Finance Manager (NTP); and the Insurance, Risk and Cash Management Officer who report directly to the Director of Finance.

### **Specialist Responsibilities**

#### **Budgeting and Planning**

- To support the Head of Enterprises Finance and Enterprise Operation teams with the budgeting, forecasting and planning process as required.

#### **Management Accounting and Forecasting**

To prepare Monthly Management Accounts, identifying and journaling miscoding, accruals and prepayments.

- Identify Key Performance Indicators and continually improve reports as required by management.
- Attend Budget holder meetings, proactively monitoring and controlling expenditure throughout all the departments, making recommendations and identifying where savings can be made.
- To prepare and post the Payroll transfer journals.
- To prepare and post the Cost of Goods journal for Catering, investigating significant variances and to identify and correct procedural errors.
- To prepare sales data to report to internal and external stakeholders on a monthly basis.
- To raise External Invoices, where necessary.

#### **Finance Accounting**

- To reconcile the Stock control accounts.
- To reconcile the Intercompany control accounts. Ensure other balance sheet reconciliations are done and saved in the correct folder per Finance.

#### **General Responsibilities**

- Continuous improvement of processes and procedures.
- To provide day-to-day assistance for any issues with management accounts.
- To address any ad hoc enquiries including refunds on the various systems.
- Other duties as required.

## Person Specification

- Minimum part-qualified in CIMA, ICAEW or ACCA accounting qualification or similar.
- Ideally 2 years' experience or more in a similar role within a large catering and / or retail environment.
- A high level of computer literacy including intermediate MS Excel skills and have experience of using Financial systems. Desirable - knowledge of Electronic Point of Sales (EPOS) systems.
- The ability to demonstrate complete discretion and confidentiality at all times.
- Ability to deal calmly, confidently and positively with people at all levels, both face to face and over the telephone.
- Excellent interpersonal communication skills with the ability to manage change.
- The ability to manage your own time and prioritise projects.
- Cooperation and collaboration skills are essential as you will need to work alongside area managers and other departments as well as external parties such as suppliers.
- A willingness and aptitude to operate pro-actively and with **enthusiasm** and commitment as part of a small team.
- The ability to work under pressure whilst maintaining a **professional** approach to providing an efficient and effective service at all times.
- You should have a positive and flexible approach to work and be able to adapt very quickly to new information and procedures. The NT is a fast-paced environment and you must be able to take **responsibility** for remaining updated and **knowledgeable** about NT operations.

## Outline of Terms and Conditions

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| TITLE OF POST:       | Management Accountant, Enterprises  |
| HOURS:               | 35 hours per week worked over 5 days, Monday to Friday. It must be noted that in times of month end, project work and system installation, additional hours may be required from time to time, and therefore a degree of flexibility regarding "normal" work patterns is expected.  |
| SALARY:              | Circa £38,000 per annum pro rata paid on the 15th of each month,  |
| PROBATIONARY PERIOD: | 3 months.   |
| NOTICE PERIOD:       | 3 months.   |
| ANNUAL LEAVE:        | 28 days in the first year, including bank holidays, pro rata, increasing with length of service thereafter.   |
| PENSION:             | The National Theatre operates a Stakeholder Pension scheme with Legal & General. If you wish to become a member, you may opt to contribute 4.5%, 6% or 7.5% of basic pay and the National will make a matching contribution. The National also operates an alternative pension scheme with NEST. Full details of these schemes are available from the HR department.  |
| OTHER BENEFITS:      | <ul style="list-style-type: none"><li>❖ A weekly meal allowance to be spent in the Blue Room Staff Restaurant, totalling £1352 across the year, pro rata.</li><li>❖ Complimentary tickets for performances, subject to availability and The National's staff ticket policy.</li><li>❖ Complimentary tickets for Platforms, subject to availability and policy.</li><li>❖ Interest-free season ticket loan, cycle-scheme and childcare vouchers.</li><li>❖ Discount on meals in the National's bars and restaurants</li><li>❖ Discount on books, playtexts, DVDs and other items in the National's Bookshop.</li><li>❖ Uniform (some posts), staff restaurant and other benefits as found in the staff handbook.</li></ul> |

## Application Procedure

Please note that applications can only be considered if they are submitted through the National's Online Recruitment System and returned by the closing date. If you have any questions, want to discuss access requirements or need a paper pack please email them to [recruitment@nationaltheatre.org.uk](mailto:recruitment@nationaltheatre.org.uk).

*The National Theatre is committed to being an equal opportunities employer. We encourage applications from all sections of the community and in particular those which are currently under-represented at the NT including BAME & disabled candidates.*

*As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the essential criteria for our vacancies.*