



# Finance Manager

RECRUITMENT PACK

Perth Theatre and Concert Hall  
Mill Street  
Perth PH1 5HZ



## Who We Are

Central to local cultural life for over 120 years, Perth Theatre and Concert Hall create life affirming, shared experiences in the performing arts that ignite the imagination and make living more meaningful. Our world-class venues, award-winning programming and inclusive learning and engagement projects play an essential role in stimulating positive wellbeing within the communities we serve, benefitting the local economy and raising the profile of the area.

Perth Theatre and Concert Hall is the trading name of Horsecross Arts Ltd, the charitable organisation established in 2005 to run both venues. Horsecross Arts Ltd is registered in Scotland, no. SC301328 and a charity no. SC022400.

*"It's one of the things that attracted me to Perth... the cultural life... it seems it's fantastic. There's a great variety in the theatre and the concert hall... we're so lucky!"* Audience Member





## Our Vision & Mission

***"To ensure the performing arts are essential to our communities."***

From our base in Perth City and across Scotland at large, our mission is to use the performing arts to inspire, explore, connect, and educate, as sustainably as possible:

**Inspire** - as a source of entertainment, enlightenment, joy, and wellbeing;  
**Explore** - forging into the new, inventing fresh approaches and developing different ways of working;  
**Connect** - with our communities, meeting their needs, striving to include everyone;  
**Educate** - by supporting learning and training across our whole range of activities for staff, participants, the sector, and future generations.

## IDEA – Inclusion, Diversity, Equality & Accessibility

Perth Theatre and Concert Hall is working to ensure our organisation is fully representative of the communities we engage with locally and nationally. We believe in the transformative power of the performing arts and understand that embracing diversity of backgrounds, experiences, skills, cultures, and outlooks is critical to fulfilling our Vision.

We start from a position of inclusion being fundamental to all our activities. We are committed to providing life-enhancing experiences for everyone, whatever their age, background, ethnicity, gender, geographical location, physical or mental ability, religion, sexual orientation, social conditions, work or employment status. Necessarily, our approach steps beyond the letter of the law to achieve this.

Our commitment to IDEA will be central to all our policies and processes, from recruitment and operations to the delivery of our public engagement, performances, and events. Undertaking continual review and training, we will closely monitor, and be transparent about, our progress.

## The Role

**Job Title:** Finance Manager

**Status:** Fixed Term until March 2026

**Hours:** 26 - 30 hours per week depending on successful candidate.

**Reports to:** Head of Finance & HR

**Responsible for:** Payroll & Finance Assistant, Settlements & Finance Administrator

**Salary:** £38,500

The Finance Manager will play a pivotal role within the Finance & HR Department, ensuring the financial needs of the organisation are met efficiently and effectively. This role encompasses a wide range of responsibilities, from managing day-to-day financial operations to providing management information and leading continuous improvement initiatives.

This job description details the principal purpose and main elements of the job at this time. It is a guide to the nature of the main duties as they currently exist but it is not intended to be all-inclusive. The post holder is expected to work flexibly and respond positively to changing business needs.

## Duties and Responsibilities

### General Work

- To be responsible for the effective line-management and control of direct reports on a day-to-day basis;
- To assist the Head of Finance & HR in the production of meaningful Management Accounts that accurately reflect the organisation's performance and adhering to internal timetables;
- To assist the Head of Finance & HR with the preparation of valid and meaningful annual budgets for the organisation and the monitoring of these;
- To assist the Head of Finance & HR with the review of show and event budgets;
- To assist the Head of Finance & HR with the preparation of annual Financial Accounts and related statutory information and to liaise with the auditors as necessary;
- To prepare the VAT return, in conjunction with the Head of Finance and HR;
- To assist the Head of Finance & HR with the preparation of Theatre Tax Credit claims;
- In conjunction with the Head of Finance & HR, create and analyse financial reports to inform management decisions and strategic planning processes;
- To ensure that control accounts and key accounts within the nominal ledger are regularly reconciled and review those carried out by the Payroll & Finance Assistant for completeness.

The Payroll & Finance Assistant will take day to day responsibility for the trading subsidiary, Horsecross Trading Ltd. The post-holder will take day-to-day responsibility for maintaining the nominal ledger for the charity, Horsecross Arts Ltd. This will include, but is not limited to:



### Purchase Ledger – Arts

- With the support of the Payroll and Finance Assistant, to ensure that the systems within the purchase ledger operation throughout the organisation are fully compliant with our financial procedures;
- With the support of the Admin Assistant, to ensure that the purchase ledger of the charity is accurately maintained, that all valid supplier invoices and credits have been correctly coded, authorised and entered into the accounting software, to maximise VAT recovery, and then are saved and filed appropriately on an ongoing basis and within defined timescales;
- To be responsible for arranging payment of purchase invoices via regular payment runs and ad hoc payments, in accordance with financial procedures;
- To be responsible for all purchase ledger reconciliations within the charity, including supplier accounts, together with effective problem solving of supplier account issues.
- To ensure that supplier details are kept up to date;
- To carry out overall reconciliations for the credit cards and ensure that spending on them is accurately recorded, that VAT recovery is maximised and that receipts are attached.

### Sales, Cash and Bank - Arts

- To ensure that Bank Reconciliations are completed in accordance with our financial procedures;
- To ensure that sufficient funds are held within the current bank accounts whilst maximising the interest on deposit accounts;
- To have oversight over the petty cash and float requirements of individual departments and across the organisation;
- In conjunction with the Payroll & Finance Assistant, to ensure inter-company transactions and recharges are accurately entered into both companies in accordance with financial procedures;
- To ensure sales have been completely and accurately recorded within Xero in accordance with financial procedures and to complete the relevant reconciliations;
- To ensure other income is correctly recorded and coded within Xero in accordance with finance procedures;
- To review settlements created by the Settlements & Finance Administrator in conjunction with the Payroll & Finance Administrator;
- To check the sales invoices produced by the Settlement & Finance Administrator in conjunction with the Payroll & Finance Administrator.

### Fixed Assets

- To maintain the accounting fixed asset register.
- To ensure depreciation is accurately calculated and recorded.
- To assist in the administration and audit of asset listings across the organisation.

## Other Duties

- To assist the Head of Finance & HR in the development of policies and procedures for the relevant areas of responsibility;
- To train the relevant staff in adherence to the policies and procedures;
- To provide effective support and assistance to the Head of Finance & HR to ensure that all departments are working within the organisation's financial procedures;
- To carry out general administration duties and filing;
- To deal with queries both internally and externally efficiently and promptly;
- To complete other tasks and special projects assigned from time-to-time by the Head of Finance & HR;
- To act professionally and to show commercial acumen at all times.

## Responsibilities of all staff

- To be aware of the work of other departments in the delivery of the company's charitable objectives.
- Take an active part in communicating and cooperating with the entire Perth Theatre and Concert Halls team
- Follow all Perth Theatre and Concert Hall guidelines, policies and procedures
- Work in accordance with the Equality & Diversity Policy of Perth Theatre and Concert Hall
- Be aware of and comply with rules and legislation pertaining to Health and Safety at work
- Have a proactive approach in your day to day approach to your role and your team

## Person Specification

We are looking for people who can play a vital role in the day-to-day operations of Perth Theatre and Concert Hall operating as a member of a high-performance team, with the following skills and experience:

### Essential Experience & Skills

- A UK recognised professional accountancy qualification (ACCA, CA, CIMA, CIPFA or equivalent) or at least 5 years' experience;
- Proven experience in management accounting – generating and analysing periodic financial information for decision-making, scenario planning, forecasting and budgeting;
- Ability to critically appraise financial systems, processes and controls, developing and introducing changes where necessary in order to increase resilience, effectiveness and efficiency.
- Exemplary accuracy and attention to detail;
- Ability to work across departments to support and develop approaches to finance organisation-wide;
- Strong IT skills including Excel;
- Excellent interpersonal skills and ability to communicate effectively to a broad range of internal and external stakeholders;
- Ability to work well with colleagues, multiple departments and within a team office environment;

- Excellent communication skills;
- Ability to prioritise and remain resilient in the face of multiple demands upon time available and a busy workload;
- Ability to use initiative, overcome obstacles and problem solve;
- Management experience.

### Desirable Skills & Experience

- Practical knowledge of charity reporting regulations, relevant accounting practice (i.e., the 'Charity SORP') and charity tax matters – experience of working with VAT partial exemption;
- The ability to demonstrate a sound technical understanding of the fundamental direct tax and VAT accounting principles applicable to charity trading and ideally in the arts sector.
- Knowledge and/or experience of Theatre Tax Credit claims;
- Experience of working with Xero accounting system;
- Keen and active interest in the arts in general and the work of Perth Theatre and Concert Hall specifically.

## Terms & Conditions

**Salary:** £38,500.00 per annum paid monthly by bank credit transfer on the last working day of the month. No paid overtime or infringements are payable;

Annualised hours of 26-30 hours per week (1352-1560 per annum).

Annual Leave entitlement is 30 days (rising by 2 days after 3 years' service plus an additional 3 days after 5 years' service) including 10 days Public Holidays (4 fixed – Christmas Day, Boxing Day, New Year's Day, 2nd January).

The Company operates auto-enrolment and has a Pension Scheme in place. We will comply with legislation around auto-enrolment including opt-in and opt-out arrangements.

This role is subject to a 6-month probationary period.

## How to Apply

**Deadline:** 3 February 2025

**Interviews:** W/C 10 February 2025

**To apply, please submit your CV and a covering letter detailing relevant experience and interest in the role to:**

[recruitment@perththeatreandconcerthall.com](mailto:recruitment@perththeatreandconcerthall.com)