



Application Information

Dear Applicant

Thank you for your interest in the position of **Management Accountant** with NST, Nuffield Southampton Theatres.

To apply you will need to complete an application form and equal opportunities monitoring form which can be found on the NST website. When doing so, please follow these instructions:

- Please ensure you complete all parts of the application form as fully as possible.
- In the *supporting information* statement of the application form, please include why you are interested in this post and what skills and experience you will bring to the role from present and previous experience.
- Your application should be emailed to Alison Thurley at alison.thurley@nstheatres.co.uk
- We are happy to accept applications in alternative formats from applicants who, for reasons of disability, may find it difficult to fill in our standard forms. If you wish to submit such an application please make sure you provide answers to all of the questions asked. We are happy to supply these in an alternative format if required.

Many thanks for your interest in NST.

Yours faithfully

Janice Willis
Finance Director
NST

Information about Nuffield Southampton Theatres (NST)

Set up as an independent trust in 1982, NST is a producing theatre company based in Southampton. It is an Arts Council England National Portfolio Organisation and is also funded by Southampton City Council and the University of Southampton.

NST is one of the UK's leading professional theatre companies, producing and presenting work in a range of spaces alongside developing professional talent and offering a comprehensive range of educational and participatory activities. The company is led by Samuel Hodges, supported by a team of associates: directors Blanche McIntyre, Natalie Abrahami and Michael Longhurst, designer Tom Scutt, playwright Adam Brace, choreographer Drew McOnie and poet Inua Ellams.

NST develops and produces work with some of the UK's most exciting and dynamic regional theatres and companies – a practice which has established a vibrant artistic network and body of work for audiences. Over the past year NST has co-produced with Liverpool Everyman and Playhouse, Headlong, West Yorkshire Playhouse, Theatr Clwyd and English Touring Theatre and future productions include the world premiere of a new musical adaptation of David Walliams' *Billionaire Boy* and a co-production of Schiller's *Don Carlos*, starring Tom Burke and developed in collaboration with Northcott, Exeter and the Rose Theatre, Kingston. High quality touring work (recent companies include Gecko, Frantic Assembly and Kneehigh) make up a programme which also includes a regular comedy strand, a growing emphasis on work for children, and a commitment to festivals to celebrate particular themes and art-forms.

NST is a multi-award winning company, including Best Director UK Theatre Awards 2014 (*The Seagull*), Regional Theatre of the Year at The Stage Awards 2015, Best Design UK Theatre Awards 2015 (*The Hudsucker Proxy*), and the 2017 Renee Stepham UK Theatre Award for Best Presentation of Touring Theatre (*Fantastic Mr Fox*). And in 2017 NST took on the running of NST City – the north building within Southampton's new city centre arts venue known as Studio 144 – whilst continuing to run NST Campus, its existing 490 seater theatre based at the University of Southampton. NST City houses a 447 seat main house theatre, a 138 seat studio, screening facilities, rehearsal and education spaces and a café bar and bistro. NST has taken on a strategic lead role in co-ordinating creative partnerships within the complex and the city and working closely with the John Hansard Gallery and City Eye who will be resident in the adjacent south building.

NST aims to be a major cultural force for Southampton offering the highest quality opportunities for the widest possible range of audiences and participants; providing an essential home to support artistic practice for the region; and playing a key role in championing the value of culture locally. Both of NST's sites will be core to delivering this integrated programme: its campus base at NST Campus, where it will work in an increasingly strategic partnership with the University of Southampton; and its new city centre base, which will be an anchor and hub for the city's burgeoning Cultural Quarter.

NUFFIELD SOUTHAMPTON THEATRES (NST)
JOB DESCRIPTION: MANAGEMENT ACCOUNTANT

Responsible to: **Finance Director**

Responsible for: Finance Officer

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Position Summary

The Management Accountant works within the busy finance team, comprising Finance Director, Accounts Manager (p/t) and Finance Officer. The role is primarily responsible for developing and maintaining month end reporting procedures, providing professional support to budget holders to ensure financial control and to contribute to the overall financial appraisal of the organisation's performance.

Key Responsibilities:

Financial & management accounting

- To prepare the management accounts for NST in a professional, accurate and timely manner for review by the Finance Director;
- To devolve operational reporting and ownership of budgets to Heads of Department through the provision of the appropriate reporting tools which will enable budget holders to plan and review the financial performance of their functions;
- To create and maintain a formal month end close timetable;
- To ensure all control account reconciliations are carried out by the appropriate Finance team member and are provided for review by Finance Director in an accurate and timely manner;
- To work with Finance Director and Producing/Technical team on scenario planning;
- To use Microsoft Excel at an advanced level to extract and manipulate information (via the use of Pivot tables for example);
- To design and implement the necessary controls to protect the organisation's assets and prevent any potential areas of fraud
- To ensure appropriate financial policies are implemented, documented and become part of the core work of the finance department.

Budgeting/forecasting

- To assist with the preparation of the detailed annual budget;
- To be responsible for periodic re-forecasts;
- To develop appropriate systems to streamline the budget and forecasting processes;
- To prepare the operational budget timetable and work with budget holders to provide an optimal budget for NST;
- With the Finance Director to scrutinize budget submissions and seek justification where appropriate.

Statutory accounting/reporting

- Working with the Finance Director and the external auditors, to prepare and assist with delivery of the operational audit plan in line with the audit timetable;
- To manage new and existing regulatory requirements where appropriate and incorporate them into the financial and management accounts;
- To complete and deliver operational information/payments to HMRC, National Statistics and other government and regulatory bodies as required.

Communication

- To raise the profile of the Finance Department through the provision of a service that meets the needs of all stakeholders;
- To introduce new ideas, processes and systems to colleagues that support the aims and objectives of the organization;
- To collaborate effectively within the finance team and with the wider organisation.

Other duties

- To deputise for the Finance Director, when required
- To provide holiday cover for other tasks such as payroll when necessary
- Any other duties as may reasonably be required by the Finance Director

About role statements

As NST evolves to meet the changing needs of a producing company the roles required of all staff will evolve. As such staff should note that this document is not intended to represent the role that the incumbent will perform in perpetuity. This role statement is intended to provide an overall view of the role as at the date of this statement.

PERSON SPECIFICATION

ESSENTIAL

- Part qualified (ACCA/CIMA), Qualified or QBE Accountant
- Excellent accounting and administration skills
- Excellent interpersonal and communication skills
- Proven ability to prioritize in a demanding environment, with multiple accountabilities, and to deadlines
- Strong analytical and financial reporting skills
- Proven ability to present complex issues clearly and concisely to non-finance colleagues
- Proven ability to work in an accountable and flexible way
- Good IT skills generally. Specifically:
 - Good use of Excel
 - Reasonable use of Word and Outlook
- Strong attention to detail and able to produce work with a high level of accuracy
- High level of initiative
- Good problem solving ability

DESIRABLE

- Experience of Theatre Tax Relief
- Experience of VAT Cultural Exemption
- Experience of Charity SORP