

## **Director of Finance and Administration**

### **Job Description**

**Responsible to:** Executive Director

**Responsible for:** Head of Finance, General Manager.

### **Purpose**

To provide leadership and management of the National Theatre of Scotland finance and administration functions, supporting colleagues on the senior management team and providing strategic advice to both the executive leadership and the Board. This role is hands on and works closely with each department.

### **The Role**

- Provide proactive, strategic, and robust financial planning and reporting to the executive leadership and Board.
- Ensure the effective development and delivery of administrative and ICT systems and support in the context of a clear strategy.
- Ensure the effective delivery of building services.
- Ensure the Company complies with all legal and fiduciary regulations including the OSCR and HMRC and Scottish Government under the direction of the Executive Director.
- Report to the Executive Director and Board and its Finance and Risk & Audit Committees on financial, risk management and audit matters and on Health and Safety matters.
- As a member of the Senior Management Team, you will work with the Executive Director and Artistic Director/CEO to provide consistent and clear leadership of the Company.
- The role is responsible for the management of the Finance, Administration and Building teams and provides supportive and clear leadership to those teams.

### **Strategy and Leadership**

- Contribute to the development, implementation, and monitoring of the company's strategic plan and work closely with the Executive Director on the financial strategy and planning including achieving growth, efficiencies, effectiveness, and sustainability.
- Ensure the development and implementation of robust and effective future focused strategies for finance, ICT and administrative systems.
- As a member of the Senior Management Team, share responsibility for the day-to-day management of the Company, representing the Company at external events as required.
- Provide proactive advice to the Board and its Committees on financial strategy, planning and policies.

### **Finance**

- Ensure accurate and robust planning, management, and reporting of the company's finances.
- Ensure the continuous effective development and implementation of finance policies, procedures and systems.

- Oversee the internal and annual external audit processes and be the lead contact for the Company's auditors.
- Leading and controlling the budget process, working with across the organisation with the Senior Management team and reporting to the Executive Director on this process.
- Monitoring financial targets
- Overall cash management - monitoring cashflows and cash position
- Delivering the annual accounts
- Operating and monitoring financial controls – as well as ensuring continuous development as stated

### **Operations**

- Oversee efficient development and delivery of in-house ICT services and liaise with external ICT support providers as required.
- Ensure the Company's insurances are maintained and renewed effectively.
- Lead on the design and management of consistent administration and ICT systems
- Ensure the establishment and maintenance of office protocols, ensuring smooth running of the office and all office equipment.
- Ensure effective and efficient management of building services including building supervision and office/reception activities.

### **Compliance and Risk**

- Oversee compliance with financial administration obligations arising from the Company's charitable status, HMRC and with Scottish Government reporting and information requirements.
- Manage the company's Risk Register reporting in to the Executive Director.
- Take responsibility for the planning and implementation of health and safety management across the organisation in particular leading on the company's incident reporting system in close collaboration with the Technical Director.
- Report to the Executive, Senior Management, the Finance/Risk & Audit Committees, and the Board on financial matters and ensure all other levels of management are provided with the financial information, advice and guidance they require to carry out their roles effectively.-

### **Organisational Requirements**

- Work towards the achievement of National Theatre of Scotland's organisational goals
- Take part in organisational projects as required with a current focus on strategic planning and the implementation of a new finance IT system.
- Maintain a high standard of customer care.
- Use ICT applications to service the post's administrative needs.
- As the post holder may be the first point of contact for many external organisations, and individuals, the DFA is expected to remain up to date with, and aware of, developments within National Theatre of Scotland and its work.
- As the post will require handling, processing, and recording of restricted information, confidentiality is required to be maintained at all times.
- Attendance at performances of the National Theatre of Scotland and other companies, to develop and maintain an understanding of developments within the company's work and the wider sector.
- Comply with National Theatre of Scotland's Health and Safety Policy and statutory regulations.
- Engage with the National Theatre of Scotland's Anti-Racism work.