



**European Union**

European Regional  
Development Fund



<b>Job Description:</b>	<b>Finance Director</b>
<b>What we do:</b>	We develop and champion North East England as one of the UK's leading film and TV production hubs where exceptional screen industry talent can live, create and work.
<b>What you'll do:</b>	As a member of the Senior Management Team, you will be responsible for the organisation and smooth running of our entire finance and monitoring operation. You will be running a department that must be able to demonstrate fiscal integrity and competence, for you will be responsible for creating budgets, both internally and externally, ensure accurate reporting of all revenue and costs, disbursing funds to the various departments, the training of all accounting staff, managing risk, and developing and maintaining the highest standards of financial process. In doing so, the finance department will enable the organisation to secure resources and funding for future growth, which is key to delivering our strategic objectives.
<b>Who you'll report to:</b>	Chief Executive
<b>Who you'll manage:</b>	Finance Manager Monitoring Manager

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**In addition to providing the essential financial and accounting services expected of any Finance Director, your key tasks will include:**

**Strategic and Senior Management**

- You must become an ambassador for organisational culture by role modelling company vision, behaviours, and values



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- You will support the Chief Executive to set the strategic directives, business plans and budgets for submission to the Board, and attend board meetings to deal with any financial issues or questions
- Together with the Chief Executive and the other members of the Senior Management Team (SMT), you will develop a programme of activities which aligns to funding requirements, required outputs and secured funding budgets.
- Ensure all legal obligations are met in accordance with the funding criteria of our stakeholders

**Finance responsibilities will include:**

- Financial business planning and budget management
- Financial control and reporting
- Statutory reporting and governance
- Audit management, liaising with the external auditors, preparing year-end financial statements, schedules and notes
- Develop and manage contracting systems and processes
- Oversee payroll
- Manage project, commission and small grant contracts, including client application process.
- Assist the Executive Team in choosing appropriate accounts software and other packages in order to maximise efficiencies

**Monitoring**

- Manage the organisations reporting of funder and other KPI targets
- Manage the internal organisational process and the staff team

**Fundraising**

- Work with the Chief Executive, Senior Management Team and stakeholders to develop an ongoing multi-year fundraising plan
- Prepare and submit applications, proposals, and presentations to funders and other stakeholders



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#### **Experience and Skills you'll bring to the role.**

- Proven work experience as a Head/Director of Finance or similar role, preferably in either a publicly funded creative industry or charity
- In-depth understanding of cash flow management, bank reconciliation and bookkeeping
- Hands-on experience with preparing, controlling and risk management of 7-figure budgets
- Excellent knowledge of data analysis and forecasting models
- Proficiency in the most up-to-date accounting software
- Solid analytical and decision-making skills
- Leadership ability - confident and sympathetic staff management skills and the ability to build and train teams
- A continuous improvement mindset, with a passion for improving existing systems and processes

#### **Competencies – you must**

- Enjoy creating a team-learning environment and be able to learn from our team whilst working in a professional manner aligned to our EDI policy
- Have the ability to manage multiple tasks and prioritise workflow
- Have clear, articulate communication skills, both oral and written
- Be respectful of employees, customers and team members in all conversations and communications
- Have expert knowledge of MS Office tools including Excel, Word, and Outlook, and ideally have competence in other computer programs

#### **Qualifications – you should ideally have**

- MSc in Accounting and Finance/MBA or relevant certification
- Qualified Accountant qualifications (CCABs, ACA, CPA, CFA, and CIMA) with at least 5 years post qualified experience, or equivalent

#### **Health & Safety – you must**

- Ensure compliance with Company Health & Safety policies, procedures and good practices
- Promote, develop, and implement organisational activities which support and enhance environmental sustainability



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The post holder must also be able to in a work flexible way which includes, travel and working at North East Screen's head office in Sunderland and Hartlepool and across the Tees Valley with some out of hours working at events and on digital support.

This post is part-funded by ERDF and the activities are partially included in NFM/North East Screen's Tees Valley ERDF project. As such the post holder must ensure that the conditions of NFM/North East Screen's ERDF project are adhered to across all activities of the role.

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Due to the changing nature of our business this job description may change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.