



Job Description: Finance Director

What we do: 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.

What you'll do: As a member of our Senior Management Team, you will be responsible for North East Screen's finance and monitoring operation. You will manage the delivery of internal and external budgets, Board, funder and other stakeholder reporting including outputs reporting and risk management.

Who you'll report to: Chief Executive

Who you'll manage: Finance Manager
Monitoring Manager

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
- You will support the CE 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 CE 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.

Commented [TG1]: Gayle: Is this really the job of the FD? Does he/she not just "help the CE and other members of the senior management team develop a programme of activities etc"?



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.
- Advise on and manage contracting systems and processes
- Develop and maintain authorisation and procurement protocols
- Oversee payroll
- Oversee VAT returns and obligations
- Manage project, commission and small grant contracts, including client application process.
- Present NE Production Fund financial information at NEPF panel
- Interrogating north east spend cost reports
- Act as Company Secretary

Commented [TG2]: hat is this?

Monitoring

- Manage the organisations reporting of funder and other performance targets.
- Overseeing and implementing the internal organisational monitoring process – outputs and impacts
- Collate key economic impact on the regional sector for utilisation in internal and external reporting
- Day to day management of the monitoring team.
- Contract and deliver the organisational programme evaluation
- Post audit analysis of specific projects

HR and Office Management

- Ensuring all NES's HR practices meet legal and compliance standards and are delivered effectively across all teams and departments
- Manage the delivery of North East Screen's annual staff appraisals, consolidating and planning training, facilitating recruitment and induction processes, and offering apprenticeship support.
- Advising managers and senior managers on HR processes where necessary.



- Manage North East Screen's working environments including office spaces and equipment with responsibility for all Health and Safety.
- Working with our IT provider to ensure all IT equipment and infrastructure is up to date and fit for purpose.

Other

- Prepare and liaise with company legal representatives on formal agreements covering company investments, grant awards, bursaries, memorandums of understanding and other ad hoc contracts

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

Experience and Skills you'll bring to the role.

- Proven work experience as a Head/Director of Finance or similar role, in a publicly funded organisation 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.
- Experience in and knowledge of HR processes and procedures.
- 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.

Health & Safety – you must

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

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.

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.