

# BELGRADE THEATRE

## CANDIDATE PACK **MANAGEMENT ACCOUNTANT**

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# HELLO AND WELCOME

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**Thank you for your interest in this role. It's an exciting time to join the Belgrade Theatre, as we springboard into the future, building on a completed £5.5m capital project, leadership change and ACE Uplift to a Band 1 organisation.**

The Belgrade Theatre is one of the largest professional producing theatres in the West Midlands, engaging 250,000 people annually through high quality performances, training, education and community outreach. We have two auditoria (858 and 250 seats), four studios, a production workshop, café, bar, new conferencing facilities, and a digital innovation space.

In January 2022, Laura Elliot and Corey Campbell took over the leadership of the organisation. For the past 18 months they have been implementing ambitious plans that build on the theatre's rich history of pioneering theatre, participation, and talent development and realise a lasting place of sanctuary for creatives and communities.



# OUR MISSION AND VALUES

## NEW VALUES TO INSPIRE

**ACTING TOGETHER:** We believe by collaborating and co-creating, we'll be greater than the sum of our parts, working collectively to the power of Coventry's people.

**COME AS YOU ARE:** We believe in providing an inclusive experience to ensure everyone who encounters us can do so as themselves, and that lived experience empowers the LIVE experience.

**ALWAYS EVOLVING:** We believe in learning and ambition. Each step we take propels the next, and every exit can become a new entrance.

## OUR STRATEGIC PRIORITIES

**REPUTATION:** Grow the profile of the Belgrade as a centre for transformative theatre, contributing to the cultural profile of Coventry and wider region.

**RESILIENCE:** Future proof the organisation, securing long-term financial and environmental sustainability.

**INCLUSION:** Embed diversity, access and inclusion in every aspect of what we do.

## A NEW MISSION TO PURSUE:

To lead a people-first, creative powerhouse, providing transformative experiences, diverse storytelling, mutual learning and enrichment.

## AS A STAGE FOR COVENTRY:

We produce and present performances that celebrate our city's diverse stories, artists and communities, and share them with the world; building a reputation for diverse, inspirational theatre.

## AS A THEATRE OF LEARNING:

We invest in our region's talent, using our facilities and staff to provide training and opportunities for the next generation of artists and leaders.

## AS A THEATRE OF TRANSFORMATION:

We provide space and opportunities for people to explore their creativity and enrich their health, belonging and education.

Over the next 3 years we will lead a 'people first' approach; prioritising co-creation and cultural democracy; aiming to be a leading example of an inclusive learning theatre that sits at the heart of its community.



# JOB DESCRIPTION

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**Post:** MANAGEMENT ACCOUNTANT

**Salary & Band:**

£36,500

**Department:**

Finance

**Contract:**

Permanent

**Hours:**

Full-Time

**Reporting to:**

Director of Finance

**Reports from:**

No direct reports

**Location:**

Belgrade Theatre, Coventry

**JOB PURPOSE AND ROLE:**

Reporting to the Director of Finance, this role will ensure effective control over the company's financial reporting and management information systems and processes to enable the production of accurate, timely, and relevant management accounts/information. This will include the control of balance sheet reconciliations and control accounts, and budgetary analysis.

In addition, the role will give support to the Accounts Officer in Payroll and the Purchase Ledger.



# WHAT YOU WILL DO

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## PRINCIPLE DUTIES & RESPONSIBILITIES

- Be responsible for the monthly account's preparation, including month end processes.
- Compile and analyse financial data to create accurate and timely reports for management review.
- Support budgeting processes and funding decisions: Assist in the development of budgets, forecasts, and funding strategies to align with organisational goals and objectives.
- Monthly Balance Sheet reconciliations and analysis.
- Maintain the Fixed Asset Register.
- Daily bank reconciliations.
- Processing of journals including Depreciation and Payroll.
- Preparation of quarterly VAT return.
- To ensure that debtors are chased on a timely basis.
- To act as cover for the Accounts Officer for payroll.
- To act as cover for the Accounts Officer for Purchase Ledger.
- Partnering with cross-functional teams, providing financial expertise, guidance and training as needed.
- To work within the Finance Team, and to support other Team members where necessary. In addition to this role, there is a Director of Finance, Management Accountant and Accounts Officer.
- To do any other duties that are reasonable with the salary and designation of this post.

## GENERAL

- Develop an understanding of the Belgrade Theatre brand.
- Work at all times within the Theatre's policies, in particular within its Safety, Health and Environment policies, and ensure adherence to these policies by all workers.
- Respect the Theatre's Equal Opportunities Policy, and especially to create and maintain equality of access within an atmosphere of mutual trust and respect.
- Act as the central point of contact for all staff, partners, local authorities, suppliers with regarding People and Human Resource related activities
- Work in line with the Belgrade's core values of inclusion, collaboration, evolution and authenticity.
- Act as an ambassador for the Theatre in general.
- Undertake any other duties which are consistent with the function of the job including attending staff meetings and training courses.



# WHAT ARE WE LOOKING FOR?

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## **QUALIFICATIONS**

Qualified/Part qualified accountant with a recognised body (eg ICEAW, CIMA, ACCA)

## **EXPERIENCE AND ATTRIBUTES**

### **ESSENTIAL:**

- Knowledge of relevant Accounting systems.
- Experience of balance sheet reconciliations and control accounts.
- Experience of statutory reporting.
- Excellent numerical skills.
- Excellent Excel skills and strong general IT skills.
- Good people skills.
- Strong attention to detail and able to produce work with a high level of accuracy.
- Good problem-solving ability.
- Good written and verbal communication skills.
- Ability to prioritise.

### **DESIRABLE**

- An understanding of Charities SORP.
- Previous experience in NFP/charities.
- Previous experience in theatre or other arts organisations.
- Working knowledge of Access Financials.
- Previous experience of payroll.



# ADDITIONAL INFORMATION

- The Belgrade operates a House Agreement based on the UK Theatre (formerly TMA)/BECTU (Broadcasting, Entertainment, Cinematograph and Theatre Union) Agreement and its Staff Handbook outlines the terms on sick pay, maternity leave and pay, paternity leave and pay, grievance and discipline and other relevant staff matters.
- Employees' health and safety is of paramount importance, and Management insists that an employee obtains written express permission to take on any paid work or other employment during periods of TOIL (Time Off In Lieu) or holiday. No permission will be given for the first 28 days of holiday as this is a statutory requirement.
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.
- The candidate's contract of employment with the Belgrade Theatre does not come into force until the first day of work.
- Staff are entitled to tickets for shows at the Belgrade Theatre, subject to particular conditions and 10% discount at the Theatre's Café and Bars.
- **Starting date:** ASAP
- **Salary:** Pay is monthly in arrears and is £36,500 pa gross. Annual Pay Review is April 2025
- **Probationary period:** There is a probation period of 4 weeks during which the notice period is two weeks. After confirmation of appointment the notice period is 1 month.
- **Working hours:** This is a full-time post which is based on 39 hours Monday to Saturday (excluding meal breaks) with occasional evening and weekend work.
- **Pension:** The Belgrade Theatre runs pension auto enrolment and is currently making 3% employer contributions which will rise in line with legal requirements. The Theatre's appointed pension provider is NEST. Further details are available.
- **Holidays:** 28 days per annum including Bank Holidays, rising by one day every complete year worked, to a maximum annual holiday entitlement of 33 days (including Bank Holidays). Pro Rata for part time working.
- **Location:** Coventry.



# HOW TO APPLY

Please send a **CV** and **covering letter** by 5pm on **Sun 5 May 2024** to [recruitment@belgrade.co.uk](mailto:recruitment@belgrade.co.uk) or via post at: **Recruitment, Belgrade Theatre, Belgrade Square, Coventry, CV1 1GS.**

Please clearly mark the subject of your email, or front of your envelope: **Management Accountant Application**

**Your CV should include:** dates (months/years) of employment, job title and location. It should also include the name, work address, email address and phone numbers of two referees with a note to say how they know you.

**Your covering letter should include:** why you are interested in this post (eg what qualities you think you can bring to the job, your relevant skills, any additional information you feel supports your application). We recommend that you tell us what you can about yourself with reference to the **What You Will Do** and **What Are We Looking For sections**. Please also include any relevant qualifications or training courses attended.

Alternatively, we can accept applications in other formats including voice note or video.

Your cover letter should be no more than two sides of A4/500 words or a video/voice note of no more than five minutes in length.

If you are applying through the **Disability Confident Scheme**, please reference that in your cover letter/application, and also complete the disability confident survey via this link: **Disability Confident Survey**.

If you need any support to help you apply, please don't hesitate to get in touch and we will do our best to meet your needs.

We particularly welcome applications from people of the Global Majority, people who are disabled, neurodivergent and people who are currently under-represented in our industry.

Interviews will take place **w/c 13 May**

## EQUAL OPPORTUNITIES FORM

The Belgrade Theatre is committed to ensuring equal opportunities, aiming to attract and work with staff from a wide diverse pool. The information that you give us on this form will be treated confidentially and stored on our HR database as statistical information only. This will be used to help monitor the diversity of applicants and to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone in any form other than anonymous data.

**Please complete our monitoring form via this link: [Diversity and Equal Opportunities form](#).**



**BELGRADE  
THEATRE**