



JOB DESCRIPTION.

JOB TITLE	Financial Business Support Accountant
REPORTS TO	Finance Manager (Business Support and Reporting)
DIRECT REPORTS	None
DEPARTMENT	Finance

BACKGROUND

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare.

The Finance Department plays a crucial role in the success of Shakespeare's Globe. This team provides a quality financial reporting service that:

- Meets the evolving commercial needs of the organisation;
- Allows the organisation to comply with relevant reporting requirements of the regulatory bodies and fiscal authorities;
- Brings effective financial control and proactive business support to the organisation and to individual departmental budget holders; and
- Provides project management support to the Finance Director in the development of high performance financial reporting and business information systems.

PURPOSE OF JOB

The Financial Business Support Accountants will each work to cover a number of departments, providing financial information, developing reports, investigating variances and preparing budgets, and ensuring timely production of management accounts.

PRINCIPAL RESPONSIBILITIES

Brand Model

Use the Globe's brand model to aid decision-making. Ensure that everything that we do is consistent with the brand using the four elements: Shakespeare for All, Curiosity and Learning, Our Unique Spaces and Performance to support the Cause.

Financial Responsibilities:

- Contribute to the creation of the Globe budget by liaising with budget holders to obtain information about their areas.
- Investigate all variances from budget in year-to-date figures on a monthly basis for organisational management accounts and include explanations in a written report.
- Act as a first point of contact for their departments helping to troubleshoot any issues and provide expert advice on new activities.
- Provide first-level support for queries relating to Globe finance system(s) and maintain standing data in their areas.
- Lead on process improvement projects relating to the Globe finance system(s).

- Ensure that all balance sheet accounts are periodically validated in order to ensure the accuracy and completeness of the accounting records.
- Use figures-to-date plus shared intelligence from departments to carry out periodic forecasts to year-end (particularly for months 6 and 9 of the financial year) in order to forecast annual outturn and take action if necessary.
- Reconcile items imported to Business Central from external sources (Tessitura) and investigate any differences.
- Support the team as needed in the completion of day-to-day duties.

People

Actively promote and champion the Globe's long-term people plan whilst supporting others in your department to implement new ways of working and cultural change to ensure these become embedded across the organization.

PERSON SPECIFICATION

- A qualification in Accounting or Finance or studying towards your qualification.
- Experience of accounting software.
- Sound working knowledge of MS Office, especially Excel.
- Ability to absorb and classify information and arrange appropriately; quickly locating and retrieving relevant target information.
- Organised approach to work: methodical, accurate and attention to detail.
- Excellent interpersonal skills and the ability to build effective working at all levels, internally and externally.
- A proactive, "can do" attitude with a strong customer service focus.
- The ability to work effectively in a team environment and be a supportive team member.
- Excellent attention to detail.
- Willingness to be flexible and to adapt to new demands in a fast-moving environment.
- Able to maintain confidentiality when dealing with sensitive information.

Embodies these essential Globe ways of working:

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others.
- Thoughtfulness, reflecting, and problem solving.
- Influencing and communicating with others.
- Delivering high-quality output.

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures.

RECRUITMENT INFORMATION AND TERMS AND CONDITIONS

Permanent / Full Time (happy to talk flexible working)

[A full set of terms and conditions will be supplied with a contract of employment]

- Hours:** 35 hours per week exclusive of lunch breaks. Additional hours at evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked.
- Salary:** £32,000 per annum from 1 November 2021
Globe staff are all working with a 10% salary reduction until October 2021
- Holiday:** The annual holiday leave is 25 days pro-rata per calendar year plus Bank Holidays.
- Benefits:** Discount in the Globe shop and onsite restaurants/cafes; free entry to selected shows, events and activities, access to our free employee assistance programme via phone line and website; family friendly policies including enhanced maternity and shared parental leave pay; season ticket

loans available; eye test scheme; flu vaccination scheme; cycle to work scheme; Littlebird exclusive discount; enhanced employer pension contributions after 12 months service.

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.

As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.