

MOUNTVIEW

A man in a pilot's uniform and goggles sits on a suitcase, holding a woman who is laughing. They are in a dark, industrial setting with a staircase in the background.

JOB DESCRIPTION FOR
DIRECTOR OF FINANCE
& COMMERCIAL



WELCOME TO MOUNTVIEW

As one of the UK's leading drama schools, we develop actors and practitioners who will become the future of the creative industries. Through innovative practice, new approaches to working and close relationships with industry, we cultivate graduates who are independent, generous and actively connected to the issues of the day.

Whether through our higher education programme, our participation work or Mountview Exams, our training aims to develop skills, grow confidence, celebrate creativity and reward individuality.

The arts can enrich and change lives. We are passionate about dismantling barriers to the arts and engaging with communities in Peckham and beyond. Every year we share our space, expertise and resources, opening up access to the dramatic arts for all ages and abilities, while simultaneously learning from and collaborating with the vibrant cultural ecology on our doorstep.

Mountview is synonymous with exceptional Musical Theatre training and we are widely considered to lead the field as global innovators. We are proud to have launched our own examination board, offering graded Musical Theatre qualifications. Our unrivalled expertise brings a fresh approach, sharing our values with people of all ages and at all stages in their development.

Today's students join a constellation of graduates making their mark on the profession. Actors Grace Hodgett Young (*Sunset Boulevard*), Ben Joyce (*Back to the Future*), Louisa Harland (*Derry Girls*), Artistic Director Rachel Bagshaw (*Unicorn Theatre*), Musical Director Sean Green (*Get Up, Stand Up!*), Olivier Award-winning actor Giles Terera (*Hamilton*) and actor Eddie Marsan are just a few of our notable alumni.

WE DO THINGS DIFFERENTLY



Mountview is a vibrant and dynamic organisation to be a part of. Dedicated to ensuring the future of the creative industries, we train actors, practitioners, and technicians to the highest standards. The staff team are highly skilled, friendly, and dedicated, and as a result Mountview is flourishing with creativity. We are an outward looking organisation, with ambitions which span across local, national, and international activity. Our building in Peckham is beautifully purpose built and we thrive in it. However, Mountview is not a building, it is a training and we have recently launched four other regional sites for

some of our training. Mountview is a happy and energetic workplace which celebrates kindness and difference and succeeds on a shared pursuit of getting things done well.

Our core values which guide and inform everything we do and believe are:

- CHALLENGE THE STATUS QUO

doing things differently and courageously; allowing curiosity to drive us; being motivated by new ideas and pushing boundaries; celebrating dynamic and playful exploration; influencing industry with progressive practice; inspiring everyone we reach.

- CREATE BELONGING

welcoming all people from all backgrounds; implementing anti-oppressive practices; actively seeking to break down barriers to inclusion; creating access; embedding Equality, Equity, Diversity, and Inclusion approaches; celebrating difference.

- SUSTAIN THE FUTURE

environmental mindset, maintenance, and renewal of existing resources; retaining rigour and integrity of our quality and standards; financial sustainability; resilience and wellbeing and supporting with nurture and kindness.

- COMPASSIONATE COLLABORATION

elevating ideas by working together with respect, sharing our warmth, creativity, and resources; finding strength in partnerships and collaborating internally and externally; developing cultural competency; listening; utilising networks.

- TRANSPARENT COMMUNICATION

being appropriately open with our information and processes; developing liberatory training practices; compassionate and clear communication; solutions focussed; ownership of responsibilities with clear accountability; observing data privacy.

I hope you will enjoy getting to know more about Mountview and wish you well in the application process if you choose to apply.

You are welcome here.

Sally Ann Gritton
Principal and CEO

BACKGROUND TO THE ROLE

Mountview is at a key point in its growth and development. Under the leadership of our Principal & CEO, Sally Ann Gritton, and Chair of the Board, Dame Rosemary Squire, we have developed a business plan to take us into the next phase of our journey. Our business plan is centred around five key strategic aims:

1. Developing new income streams for a sustainable future.
2. Widening our footprint of impact and increasing participation.
3. Creating new artistic and pedagogical opportunities.
4. Increasing our brand recognition locally, nationally and internationally.
5. Investing in the health, wellbeing and development of staff and students.

Since moving into our Peckham home in September 2018, our unrestricted income has increased by 29% and accounts for 94% of our total income, of which 85% comes from our higher education training. We have recently launched our own examination board and will be opening three new regional centres for our new Cert HE Musical Theatre in September.

Our Executive Team currently consists of our Principal and CEO, Chief Operating Officer, and two additional directors. To deliver on our expansion plan, we will be adding two new directors, the Director of Finance & Commercial and the Director of Learning & Teaching who will have the opportunity to make a lasting impact as we embark on our ambitious new five-year plan.





THE ROLE

JOB TITLE:	Director of Finance & Commercial
REPORTING TO:	Chief Operating Officer (COO)
RESPONSIBLE FOR:	Financial Accountant Finance Business Partner Senior Sales & Events Manager
TEAM SIZE:	5 (inclusive of direct reports)
WORKS CLOSELY WITH:	Executive Team People & Culture Manager Registry & Admissions Manager Development & Alumni Relations Team Budget Holders

PURPOSE OF THE ROLE

The Director of Finance & Commercial is a member of Mountview's Executive team, leading on all aspects of financial management, tenant management, and overseeing our room hire function which is a key source of revenue for the Charity. The post holder will also be responsible for all statutory financial compliance, and financial planning, delivery and reporting for the Charity and any trading entities.

MAIN DUTIES AND RESPONSIBILITIES

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as operationally required.

Executive

- As part of the Executive team, provide collective leadership for the strategic development of Mountview and its wider organisational plans, activities and business activities.
- Lead and manage the directorate, ensuring operational efficiency and effectiveness, value for money and the continuous improvement of its services.
- Attend, contribute to and represent the directorate at Board meetings, sub-committee meetings and weekly Executive meetings.
- Work to embed policies and processes that support and promote Mountview's commitment to equality, equity, diversity and inclusion.

Finance

- Be the senior financial controller for Mountview and primary contact for auditors, statutory bodies and validating bodies with regards to finance.
- Lead the development and implementation of Mountview's financial strategy, and the management of financial operations.
- Lead the development, management, planning and delivery of the finance function and all requirements for budgeting, forecasting, reporting, financial risk management and compliance.
- Work with the Executive and Board of Trustees to develop a sustainable financial plan that enables Mountview to meet its financial commitments and build cash and fund reserves.
- Take a proactive approach to monitoring cash flow and managing cash resources.
- Be responsible for the management of cash investments, banking, and payment services.
- Lead the annual budgeting process, working with budget holders to produce detailed budget analysis for the Executive team, Finance & Resources Committee and Board.
- Prepare annual accounts and oversee year-end audit process from auditors' visit through to Board approval.
- Be accountable for ensuring Mountview delivers on all aspects of taxation including VAT, Theatre Tax Relief and Income Tax.
- Oversee the effective management of staff payroll and pensions, and timely payment of all PAYE contracts and contracts for services, ensuring employer statutory responsibilities are fulfilled.
- Develop viable financial models for additional services, activities and initiatives, e.g. short courses, theatre and arts programming, catering, retail, lettings and other commercial activity, public engagement and other key areas of business development.
- Lead the development, enhancement and integration of financial and accounting systems.
- Develop and embed a strong and effective system of financial controls and procedures, ensuring appropriate policies and procedures are in place to support this.
- In consultation with the Chair, agree the Finance & Resources Committee agenda and priorities, produce relevant papers, present at meetings and follow-up on actions.
- Liaise with Southwark Council, when necessary, on the delivery Mountview's financial obligations.

Commercial

- Be responsible for all commercial aspects of the business including contracts, partnership agreements, procurement and pricing.
- Build and manage strong relationships with existing commercial tenants supported by the COO and other internal stakeholders.
- Lead on the development and delivery of a Sales & Events strategy, ensuring that revenue from the commercial use of Mountview's facilities is maximised at all times and that commercial targets are met.
- Work with the Senior Sales & Events Manager to ensure that Mountview is a premier venue for events and hires, and that systems and processes are in place to ensure that hires are well supported by Mountview's teams and spaces.
- Working with the COO, liaise with leasing agents to identify appropriate new tenants and consider the best new lease terms.
- Appraise new tenant proposals and advise the Executive team on the options available.
- Develop annual service charge models and work with the Finance Business Partner to prepare annual budgets and complete reconciliations.

Other Duties

- Any other duties as may be reasonably required commensurate to the role.





PERSON SPECIFICATION

Our person specification outlines the profile of our ideal candidate. However, we appreciate that not every candidate will meet every criterion. If you don't have all the skills or experience outlined but believe you can still make an impact, please explain in your supporting statement how you think you'll be able to achieve this and what support you might need to do so.

Knowledge and Experience

- ACA, ACCA or CIMA qualified or qualified by experience.
- Experience of working in a senior finance role.
- Experience of managing commercial activities within an arts, charity or education setting.
- Strong understanding of internal control procedures and experience in developing and implementing effective controls.
- Strong experience of managing and controlling budgets and cash flow.
- Experience of managing teams.
- Experience of leading or supporting high-level organisational decision making.
- Experience of preparing financial information for Boards.

Skills and Abilities

- Ability to think laterally to identify solutions to financial challenges.
- Advanced Excel and IT skills.
- Ability to effectively translate and communicate financial information effectively to non-finance professionals.
- Ability to work under pressure.
- Strong attention to detail.
- Ability to manage multiple competing priorities.

Personal Qualities and Attributes

- A commercial mindset.
- Alignment and passion for Mountview's values.
- An interest in arts and/or education.
- Positive, proactive and professional attitude.
- Strong commitment to promoting and implementing Equality, Diversity and Inclusion.
- Willingness to adopt a flexible and adaptable attitude to day-to-day workload.
- Understanding of the demands and challenges faced during organisational change.
- Commitment to own professional development.

TERMS AND CONDITIONS

- Salary:** £65-70K per annum, depending on experience.
- Contract:** Permanent.
- Hours:** 40 hours per week, normally 9am to 6pm Monday to Friday, with a 1 hour unpaid break each day.
- Additional hours may be required, as agreed with the post holder and determined by the needs of the business.
- Mountview currently operates a hybrid working policy, 60% in the office and 40% remotely, where roles and responsibilities allow. This is a non-contractual arrangement, and we reserve the right to request that you are in the office at any time during your working week.
- Holiday:** 28 days in the first year, including bank holidays, pro rata, rising to 38 days with length of service thereafter.
- In addition, Mountview also has a paid (pro-rata) operational closure over the Christmas holiday period which totals up to 7 additional days excluding bank holidays.
- Location:** This post is based at Mountview's premises in Peckham, London SE15. We reserve the right to require the post holder to work at such other place of business as the organisation may require, or work from their own home for online delivery when necessary.

OTHER BENEFITS

- Complimentary staff tickets for public performances, subject to availability and policy.
- Pension scheme with NOW Pensions.
- Access to interest-free season ticket loan.
- Access to a salary sacrifice cycle to work scheme.
- Enhanced sick pay.
- Enhanced family leave.
- Training and development opportunities, including time off for development.
- 25% fee remission for undergraduate and postgraduate degrees at University of East Anglia, subject to qualifying criteria and certain exclusions.
- Access to Zurich Support Services providing free and confidential health & wellbeing support on emotional issues, financial services, family caring, daily living, legal information, life coaching and counselling support for you and your family.
- Confidential 24-hour counselling service available to you and your immediate family through DAS Counselling.
- Access to the TalkLife Workplace, a global community of like-minded people supporting each other day and night.
- Contribution to the cost of eye tests and glasses, subject to agreement and policy.
- Extras discounts saving up to 10% on the cost of physical and digital gift cards from big name retailers.
- Access to a bYond Card providing up to 15% cashback when you shop at over 80 household retailers.

RECRUITMENT PROCESS

Closing date: 5pm on Friday 26 July 2024

Interview process: A two-stage interview process with a task or presentation at the second stage.

How to apply: Candidates should submit a current CV, along with a cover letter of no longer than two A4 pages.

Cover letters should demonstrate your interest in and suitability for the role, with reference to the person specification and main duties and responsibilities of the role.

Please send applications to leanne.mccullough@altumconsulting.com

All applications will be acknowledged. Late applications will not be considered.

Equal Opportunities: We know that diverse groups of people make better decisions. To help us take positive action to improve diversity, we ask candidates to also complete an equal opportunities monitoring form. This will not be shared with the shortlisting or interviewing panel but will be used to improve accessibility in our recruitment processes.

Mountview is committed to diversity and is an equal opportunities employer. We would particularly like to encourage applicants from under-represented backgrounds and value the positive impact that difference has on our institution.



ADDITIONAL INFORMATION

The post holder at all times must carry out their responsibilities with due regard to Mountview's policies and commitment to Equal Opportunities.

The post holder must accept responsibility for ensuring that Mountview's policies and procedures relating to Health and Safety in the workplace are adhered to at all times.

The post holder must respect the confidentiality of data stored electronically and by other means in keeping with the Data Protection Act 2018 and must abide by any related policies and procedures.

